

# TOWN COMPTROLLER

## POSITION SUMMARY:

The Comptroller is responsible for analyzing and overseeing the Town of Fishkill's accounting and budgeting functions, including a variety of routine and complex transactions, analytical, administrative, financial and technical records and to assist in preparing, reviewing and maintaining the Town's Operating and Capital Budgets (All Funds). This position performs professional accounting and auditing services enforcing internal accounting controls and compliance with internal and external reporting requirements. The Comptroller is required to exercise considerable independent judgment in administering and managing the efficiency and effectiveness of all areas under his/her direction and control. The incumbent works under the administrative supervision of the Town Supervisor and reports to the Town Board.

## TYPICAL WORK ACTIVITIES:

1. Prepares and executes the annual Town Budget;
2. Maintains records of appropriations, encumbrances, and expenditures, and prescribes approved methods of accounting for all units of local government;
3. Certifies the availability of funds for all requisitions, contracts, purchase orders and other documents for which the municipality incurs financial obligations;
4. Prescribes the form of receipts, vouchers, bills and claims otherwise prescribed by the State Comptroller;
5. Supervises/manages the Finance Department staff; including training and staff development;
6. Performs audits and certifies for payment all lawful claims or charges;
7. Performs audits of financial records and accounts of all units of the government;
8. Timely submits reports to the governing body;
9. Plans short and long-term financing of capital projects; consults with financial advisor and bond counsel;
10. Oversees bi-weekly payroll for union and non-union staff including Town Police Department using Paycom.
11. Ensures compliance with federal, state and local tax filings;
12. Has all the powers and performs all the duties conferred or imposed by law;
13. Directs the annual year-end financial system closeout process ensuring all general ledger reconciliation, accruals, and various year-end adjustments and entries are accurate and complete; oversees the annual external audit.
14. Prepares various financial reports or financial analysis as requested.
15. Ensures timely payment of all debt/bond obligations.
16. Assists with training on budget preparation and financial compliance; makes recommendations to resolve issues and improve procedures, processes and accountability related to financial matters throughout the Town's departments.
17. Performs other duties as assigned.

## FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of financing, major economic objectives and policies; good knowledge of budget preparation and financial forecasts; knowledge of the law as it pertains to towns in the State of New York; knowledge of internal auditing and process re-engineering; knowledge of insurance coverage and protection against property losses and potential liabilities; strong interpersonal skills and comfortable with interacting with all levels of Town management; and ability to supervise a staff of administrative, accounting and clerical employees.

## MINIMUM REQUIREMENTS:

At least 5-10 years of accounting or auditing experience including governmental accounting experience. Bachelor degree in accounting or business administration/related field or equivalent work experience. Excellent management and supervisory skills. Excellent written and verbal skills and ability to multitask. Experience processing payroll. Experience using Paycom, Tyler Technologies(MUNIS)-Enterprise ERP and Sensus Analytics a plus.

**SALARY RANGE:** \$100,000 - \$120,000 per year depending on experience

**HOW TO APPLY:** Email resume to [employment@fishkill-ny.gov](mailto:employment@fishkill-ny.gov)