

TOWN COMPTROLLER

This is an appointed position, unclassified and does **not** require a civil service examination.

Vacancy January 1, 2016

Salary - Commensurate with Experience

This position has the responsibility for the fiscal management of the Town of North Castle. Responsibility includes the prescription and application of procedures in the auditing of financial accounts, examination of claims and receipts and the authorization of claims. The Town Comptroller is under the general supervision of the Town Board, Supervisor, and Administrator and is subject to direct audit by the State Comptroller.

Examples of Work (Illustrative Only):

- Prepares and executes the Town budget
- Maintains accounting of all Town receipts and disbursements, audits claims and may sign checks
- Plans short and long-term financing of capital project; consults with bank officials and bonding attorneys
- Confers and consults with Town officials on formulation of Town fiscal policies
- Undertakes special financial studies for the Town Board
- Makes short and long term financial projections based on studies undertaken
- Interprets statistical and financial statement; renders reports and opinions of same to Town Board
- Advises other departments on proper accounting techniques
- Supervises the maintenance of records of town indebtedness
- Oversees the issuance of any Federal or State Financial reports

Required Knowledge, Skills, Abilities, and Attributes: Working knowledge of the law as it pertains to towns in the State of New York; working knowledge of financial and accounting practices and methods involved in the receipt, investment, and disbursement of municipal funds; ability to present ideas effectively, either orally or in writing; ability to supervise a staff of administrative, accounting and clerical employees; a high degree of integrity; good judgment.

Minimum Acceptable Training and Experience: Graduation from a standard high school course or possession of a high school equivalency diploma and either **(a)** graduation from a recognized college with a Bachelor's degree in Accounting, Business, or Public Administration, or allied field and minimum Five (5) years of governmental accounting experience two (2) of which must have been in a supervisory or administrative capacity; or **(b)** graduation from a Master's program in any of the field listed in **(a)** and three years of experience as state in **(a)** including the two years of specialized experience; or **(c)** a satisfactory equivalent combination of the foregoing training and experience.

For consideration, please send resume and cover letter to:

Office to Town Administrator – Tanya Orr, Personnel Manager
17 Bedford Road Armonk, NY 10504
Email: torr@northcastleny.com Fax: (914) 273-3328

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