



CITY COMPTROLLER

Salary Range: \$86,889 - \$93,785

Excellent Benefit Package

GENERAL STATEMENT OF DUTIES: Has responsibility to manage the fiscal affairs of the City; Does related work required.

DISTINGUISHING FEATURES OF THE CLASS: This is an important responsible position involving technical accounting, auditing, budgeting, formulation and administrative work. Works independently under administrative supervision of the City Manager. General supervision is exercised over employees of the Finance Department.

EXAMPLES OF WORK; (Illustrative Only)

Acts as custodian of all monies requiring deposit and disbursement in connection with the general operation of the City;
Exercises budgetary control over all appropriations and approves all expenditures and commitments as to sufficiency of funds, including transfer of accounts within departments;
Prepares or supervises the preparation of all financial statements and reports;
Plans and supervises the work of Employees in the Finance department;
Oversees and participates in the preparation, development and administration of City wide and departmental budgets and implements budgetary adjustments as appropriate and necessary;
Approves the forecast of funds needed for staffing, equipment, materials and supplies;
Develops and installs accounting procedures and internal control systems;
Maintains control over the management of City debt;
Makes the more complicated journal and bond register entries;
Oversees the timely filing of all reports to New York State and federal government agencies;
Prepares appropriate financial reports to assist independent auditors in their audit of the City financial records; Assists in the development of internal operating procedures.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Demonstrates an expert understanding of modern principles and practices of city budget management and financial planning systems, and demonstrates an ability to apply that understanding in strategic planning, solving complex problems, and meeting the service needs of the public; Good knowledge of financing, major economic objectives and policies;
Good knowledge of the laws, regulations, procedures and policies as they relate to City finances;
Ability to prepare written and computer generated financial reports;
Ability to communicate with personnel and others, both in writing and orally;
Good knowledge of the Office of the NYS Comptroller Local Government Accounting & Reporting Manual. Good knowledge of Generally Accepted Governmental Accounting Principles;

Working knowledge of Business Automated Systems Software, including KVS municipal accounting and budgeting systems and Microsoft Office applications;
Ability to establish and maintain effective working relationships with others.

MINIMUM QUALIFICATIONS: EITHER;

- A. Master's Degree in Finance, Accounting, Business Administration, Public Administration, Economics or closely related field and three years public sector finance experience in a supervisory capacity, or;
- B. Bachelor's Degree in Finance, Accounting, Business Administration, Public Administration or Economics or closely related field and five years public sector finance experience in a supervisory capacity, or;
- C. An equivalent combination of training and experience as defined by the limits of A and B above.

SPECIAL REQUIREMENT:

Must be eligible for bonding by insurance company.

SEND RESUME AND COVER LETTER BY APRIL 1, 2013 TO:

**Newburgh Civil Service Office
City Hall 83 Broadway
Newburgh, NY 12550**

**Or via e-mail to:
mmills@cityofnewburgh-ny.gov**

CITY OF NEWBURGH – AN EQUAL OPPORTUNITY EMPLOYER

03/7/13