



CITY COMPTROLLER

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

Full Time Exempt Class Appointment

Excellent Benefit Package

GENERAL STATEMENT OF DUTIES: This individual acts as the City's Chief Financial Officer, reports directly to the City Manager and is responsible for the administration of all the financial affairs of the City including all City funds, three enterprise activities and numerous grant programs; This individual also is responsible for representing the administration on fiscal affairs before the City Council; May be designated as Director of Finance by City Manager; Does related work required.

DISTINGUISHING FEATURES OF THE CLASS: This individual is responsible for the development of all financial policies of the City subject to approval of the City Manager and the City Council. Responsibilities include all City financial operations including accounting, budgeting, payroll and related benefit programs, cash management, purchasing, accounts payable, insurance and debt issues. If designated as Director of Finance by the City Manager the City Comptroller would also be responsible for the supervision of the City's Assessor, Collector, Parking Violations and Information Technology Departments. This individual is responsible for preparing monthly financial reports to the City Council, annual financial statements in accordance with general accepted governmental accounting principles (GAGAP), and official statements in support of City debt issuance.

EXAMPLES OF WORK; (illustrative Only): Acts as custodian of all monies requiring deposit and disbursement in connection with the general operation of the City; Prepares or supervises the preparation of all financial statements and reports; Plans and supervises the work of Finance Department employees; Responsible for preparation, development and administration of City wide and departmental budgets and implements budgetary controls over all appropriations and approval over all expenditures and commitments as to sufficiency of funds, including preparing budgetary transfers as appropriate for City Council approval; Prepares the forecast of funds needed for personnel, equipment, materials and supplies; Develops and installs accounting procedures and internal control systems; Maintains control over the management of City indebtedness; Oversees the timely filing of all financial reports to New York State and federal government agencies; Responsible for the preparation of appropriate financial records and supporting details to assist independent auditors in their audit of the City financial records; Prepares appropriated documents for official statements and presentations to rating agencies.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES : Demonstrates an expert understanding of current generally accepted governmental accounting principles as promulgated by GASB;

Modern practices for the development, administration and control of municipal operating, capital budgets and grant funds; Demonstrates an ability in performing strategic planning, solving complex problems, and addressing the financial activities of the City; Good knowledge of the laws, regulations, procedures and policies as they relate to local government finances in New York State; Ability to prepare and present written and computer generated financial reports; Ability to communicate with both City personnel and the public, both in writing and orally; Good knowledge of the Office of the NYS Comptroller Local Government Accounting & Reporting Manual. Working knowledge of automated systems software, including ADP payroll system and KVS municipal accounting and budgeting systems, and Microsoft Office applications; Ability to supervise staff and establish and maintain effective working relationships with others.

MINIMUM QUALIFICATIONS: EITHER;

- A. Possession of Certified Public Accountant’s License and one year of municipal government or public sector finance experience, or;
- B. Master's Degree in Finance, Accounting, Business Administration, Public Administration, Economics or closely related field AND two years of municipal government or public sector finance experience in a supervisory capacity, or;
- C. Bachelor's Degree in Finance, Accounting, Business Administration, Public Administration or Economics or closely related field AND four years of municipal government or public sector finance experience in a supervisory capacity, or;
- D. An equivalent combination of training and experience as defined by the limits of A and B and C above.

SPECIAL REQUIREMENT:

- **Must qualify for bonding by insurance company.**
- **Residency within 25 miles of City of Newburgh required within one year.**

**SEND RESUME AND COVER LETTER BY APRIL 26, 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

03/15/13