

JOB POSTING

Director of Finance

Annual Salary: Dependent on Qualifications

Duties and Responsibilities:

This is a full-time administrative position responsible for directing the maintenance of accounts and the handling of Town finances and financial records. The Director of Finance works in accordance with the Town's fiscal policies, state laws and requirements and generally accepted municipal accounting procedures and guidelines. This employee works under the general direction from, and reports directly to, the Town Supervisor. General supervision may be exercised over an Assistant Director of Finance, Payroll Clerk or Account Clerk.

Typical work activities:

- Supervises and participates in entering, updating and balancing general ledger entries
- Processes claim vouchers and purchase orders, issues checks and records accounts payable
- Computes, prepares, distributes and may present to the Town Board a variety of monthly and quarterly financial reports
- Prepares the annual report for submission to the Town Board and State Comptroller's Office and assists outside auditors
- Assists the Supervisor in preparing and controlling the Town's budget by coordinating submissions, compiling data, providing information to Town Department Heads, figuring tax rates and handling budget transfers
- Manages Town investments and recommends products that will yield the greatest financial return
- Prepares payroll checks and related payroll reports
- Controls the Town's checking accounts, savings accounts and certificates of deposits and reconciles these accounts with bank statements
- Analyzes the Town's financial situation and recommends policy changes
- Assists in all bonding by the renewing and placing of bond anticipation notes and long term borrowing options
- Maintains town-wide user access to technology and software applications and assists outside vendors with installation and maintenance of software and hardware.
- Responsible for the internal controls and risk management of fixed assets and facilities
- Supervises, analyzes, prepares and presents annual departmental and organizational budgets and periodic financial reports to diverse audiences

Preferred Education and Experience Requirements: Bachelor's degree in accounting or finance and a minimum of five years of accounting experience with at least three years in Municipal accounting required.

Applications are available from the Receptionist at the Ogden Community Center, 269 Ogden Center Rd., Spencerport or online at www.ogdenny.com. Interested candidates should send an application by mail or email to:

Town of Ogden, attn. Personnel
269 Ogden Center Rd
Spencerport, NY 14559

Email to: Personnel@ogdenny.com



TOWN OF
Ogden
COUNTY OF MONROE
STATE OF NEW YORK