

Town of Lewisboro – Comptroller

The ideal candidate will work closely with the Town Supervisor and be responsible for the fiscal management of the finances of the Town's finance and work on developing the financial strategy through a range of avenues such as managing and allocating accounts, financial statements, and tax data. The candidate will also be the point of contact for banks, auditors, and bond council. responsibility includes the prescription and application of procedures in the auditing of financial accounts, examination of claims and receipts, and the authorization of payment of claims.

Responsibilities

- Manage day-to-day town accounts
- Assist with financial planning
- Prepares Town Budget and manages cash flow
- Ensure government compliance in all tasks
- Application of procedures in the auditing of the Town's finances
- Examination of claims and receipts and the authorization of payment of claims.
- Prepares financial abstracts for the Town Board
- Plans short and long-term financing of capital projects and consults with bank officials and bonding attorneys
- Interprets statistical and financial statements and renders reports and opinions of same to the Town Board

Qualifications

- Bachelor's degree in Accounting or Finance 5+ years experience, Municipal experience is preferred
- Proficiency with financial software, currently the Town of Lewisboro uses KVS (Springbrook)
- Good knowledge of the law as it pertains to towns in the State of New York
- Good 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
- Ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software. Town financial system is KVS by Springbrook software

Job Type: Full-time

Pay: \$119,600.00 per year

Benefits:

- Dental insurance
- Employee assistance program
- Health insurance
- Paid time off
- Retirement plan

Interested candidates please send a resume to benefits@lewisborony.gov