

CITY COMPTROLLER

The City of Rensselaer is seeking applications and resumes for the position of City Comptroller. This is a full-time position (Monday-Friday 8:00AM to 4:00PM) with excellent benefits package. Salary or rate of pay for this position to be determined, and commensurate with education and experience.

The Comptroller is responsible for planning, directing and coordinating the accounting and auditing activities of the City's Comptroller's Office. The incumbent is responsible for insuring that the record keeping activities are carried out in accordance with New York State Laws and regulations and Generally Accepted Accounting Principles (GAAP). The Comptroller oversees the fiscal operations of the city departments through analysis of required fiscal reports. The Comptroller is a member of the budget Committee and reports to the Mayor.

TYPICAL WORK ACTIVITIES:

- Prepares cash transfers between bank accounts and between banks;
- Prepares and posts journal entries;
- Supervises the activities of the Comptroller's staff;
- Performs duties in accordance with laws and rules relative to accounting and auditing procedures;
- Develops and maintains a general ledger showing all funds expenditures, revenues, and budgets in detail and in summary;
- Keeps a record of all bonded indebtedness and other loans;
- Coordinates with bond counsel, financial advisor and lending institutions regarding the sale of bonds and notes;
- Prepares annual financial statements in accordance with GAAP;
- Advises the Budget Committee and Common Council on contracts, investments, and all other financial obligations incurred by the City;
- Performs routine reconciliation of financial data to the general ledger;
- Performs bank reconciliations;
- Coordinates internal and external audits;
- Does related work as required.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES:

Thorough knowledge of the principles, practices, and modern methods used in public fiscal administration, including internal auditing, accounting and fiscal management; thorough knowledge of State laws and regulations and GAAPs which govern the practices and methods of public fiscal management; thorough knowledge of fiscal administration and reporting; good knowledge of office terminology, practices and procedures; good knowledge of State and Municipal finance laws as they relate to City government fiscal procedures; working knowledge of bond markets; ability to prepare and analyze complex financial and statistical records, reports and financial statements; ability to prepare and present complex oral and written reports clearly and concisely; ability to plan and direct the work of others; ability to perform close, detail work involving considerable visual effort and strain;

MINIMUM QUALIFICATIONS:

1. Possession of a Master's Degree from a regionally accredited or New York registered college or university in Accounting, Business Administration or a related field including or supplemented by at least 24 semester credit hours in Accounting and 5 years full time paid experience in GOVERNMENTAL accounting involving the use of computerized general ledger packages. Two years of the five will include progressively complex responsibility and supervisory experience; or

2. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Accounting, Business Administration or related field including or supplemented by at least 24 semester credit hours in Accounting and seven years full time paid experience in GOVERNMENTAL accounting involving computerized general ledger packages. Four years of the seven will include progressively complex responsibility and supervisory experience; or

3. Graduation from a regionally accredited or New York registered college or university with an Associates Degree in Accounting, Business Administration or a related field including or supplemented by at least 24 semester credit hours in Accounting and 10 years full time paid experience in GOVERNMENTAL accounting involving the use of computerized general ledger packages. Seven of the ten years will include progressively complex responsibility and supervisory experience.

Note:

The selected qualified candidate will be required to take an exam administered by the NYS Department of Civil Service and become reachable on the resulting eligible list to secure permanent status in the title.

The City of Rensselaer is an Affirmative Action / Equal Employment Opportunity employer. Hiring and promotion decisions in the City service are based solely upon qualifications and ability, and the City does not discriminate on any other basis. Minorities are encouraged to apply.

Interested candidates are asked to forward their cover letter and resume to:

Irene Sorriento - Human Resources Office
City of Rensselaer - 62 Washington Street, Rensselaer, NY 12144

You may also submit your application and resume by email to irene.sorriento@rensselaer.ny.gov

Applications and resumes will be accepted until the position is filled.

For any questions, please call (518) 462-0419