

Town of Mt. Pleasant seeks Deputy Comptroller

The Town of Mt. Pleasant, Valhalla, NY is seeking a Deputy Comptroller. This position would report directly to the Comptroller and would be responsible for assisting in the financial functions of the Town in accordance with all applicable laws and regulations of local governments.

The successful candidate must be able to perform duties that would include, but not be limited to:

Assist the Comptroller in the accounting, custody and disbursement of the Town's funds.

Act for and on behalf of the Comptroller in the Comptroller's absence.

Coordinate with auditors in preparation of annual audits.

Prepare & file annual State Reports.

Assist in the preparation of the annual budget.

Manage banking services and transactions.

Prepare and transmit monthly NYS Employees' and NYS Police Retirement Reports.

Perform/supervise various payroll functions.

Plan, direct, & supervise the day-to-day operations of the office.

Use computer applications such as Microsoft Excel or Word in the performance of work assignments.

Skills and attributes:

Excellent working knowledge of automated accounting systems (MUNIS preferred)

Good knowledge of municipal accounting and auditing methods and procedures

Ability to organize, direct, and supervise the work of others

Ability to maintain confidentiality

Ability to communicate clearly both verbally & in writing

Salary: commensurate with skills, education and experience.

Please send resume to:

Maria Lanjewar

Comptroller

Town of Mt. Pleasant

1 Town Hall Plaza

Valhalla, NY 10595

mlanjewar@mtpleasantny.com

(As adopted by the Westchester County Human Resources Department):

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Bachelor's Degree* in Accounting, Business Administration, Public Administration, or closely related field and three (3) years of accounting** experience, one of which must have been in a supervisory or administrative capacity.

SUBSTITUTION: A Master's Degree* in Accounting, Business Administration, Public Administration or closely related field may be substituted for one (1) year of the above stated work experience. There is no substitution for the one year of accounting** experience in a supervisory or administrative capacity.

***SPECIAL NOTE:** Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

****Accounting** is defined as the application of generally accepted accounting principles and knowledge in the recording, analysis, review and interpretation of financial data and its preparation, summarization and presentation in financial statements and schedules. Its function is to provide quantitative information, primarily financial in nature, about economic entities that is intended to be useful in making economic decisions and in making reasoned choices among alternative courses of action. It is not the day-to-day recording, processing, review or reconciliation of financial transactions.