

Employment Opportunity - Municipal Comptroller – Town of Lysander

The Municipal Comptroller is responsible for overseeing and managing the financial operations of the Town. This position ensures the integrity of municipal financial records, compliance with New York State laws and regulations, and the accurate reporting of all Town funds. The Comptroller provides fiscal oversight, internal controls, and financial analysis to support the Town Supervisor, Town Board, and department heads.

This position is a Town Board Appointment, and candidate will work under the direction of the Town Supervisor.

Salary range: \$85,000 to \$95,000 annually - commensurate on experience.

Essential Duties and Responsibilities

- Oversees all accounting, financial reporting, and fiscal management functions of the Town
- Maintains and reconciles all Town bank accounts, including operating, reserve, capital, and trust accounts
- Ensures accurate recording and classification of revenues and expenditures in accordance with New York State Comptroller (OSC) requirements
- Prepares monthly, quarterly, and annual financial reports for the Town Supervisor and Town Board
- Assists in the development, monitoring, and administration of the Town's annual budget
- Coordinates and prepares required financial reports, including the Annual Financial Report (AUD)
- Serves as liaison with external auditors, OSC, and other governmental agencies
- Establishes and maintains internal controls to safeguard Town assets and ensure fiscal accountability
- Reviews and approves vouchers, payroll, transfers, and disbursements for compliance and accuracy
- Oversees debt service, capital project accounting, and reserve fund activity
- Provides guidance and financial support to department heads and elected officials
- Assists with grant financial tracking and reporting, as applicable
- Ensures compliance with all applicable federal, state, and local laws, rules, and regulations

Knowledge, Skills, and Abilities

- Thorough knowledge of municipal accounting, budgeting, and financial reporting practices
- Familiarity with New York State General Municipal Law, Town Law, and OSC guidance
- Strong analytical, organizational, and problem-solving skills
- Ability to interpret financial data and present information clearly to elected officials and the public
- Proficiency with accounting software, spreadsheets, and financial management systems
- High level of integrity, attention to detail, and confidentiality
- Ability to work independently and manage multiple priorities under deadlines

Minimum Qualifications

- Bachelor's degree in accounting, finance, business administration, or a related field
- Significant experience in governmental or municipal finance, accounting, or auditing

Preferred Qualifications

- Experience in municipal government, particularly in New York State
- Familiarity with municipal accounting software and OSC reporting systems
- CPA, MBA, or advanced financial training

Other

- Primarily office-based work
- Periodic attendance at evening meetings may be required
- Extended hours may be necessary during budget preparation, audits, or year-end financial reporting

Submit a resume and cover letter to Kevin Rode, Town Supervisor:
supervisor@townoflysander.org

No phone calls.