

## **Town Comptroller Job Description**

The Town of Bedford, New York is seeking a skilled, energetic, courteous, well organized and highly motivated professional to lead the Town's Finance Department.

The Town is situated in the northern portion of Westchester County, approximately 39 miles north of New York City and encompasses the hamlets of Bedford Village, Bedford Hills, and Katonah. Primarily residential in character, the Town geographical area is 39.3 square miles with approximately 17,000 residents.

The Town of Bedford's government provides a full range of services including, police, justice court, public works, parks and recreation, building inspection and land use administration. The 2024 adopted operating budget is slightly over \$46 million and \$9.9 million for capital expenditures. The town employs 165 full and part time permanent employees and approximately 200 additional seasonal employees in the summer.

The Town Comptroller works closely with the Town Supervisor in the management of the Town's finances and reports to the entire Town Board and is responsible for the supervision of the department's staff of four. The Comptroller is responsible for maintaining the integrity of the town's finances kept using Tyler Technologies' MUNIS software and must have interpersonal skills to interact effectively and professionally with the Town Board, department heads, banks, auditors, the public, etc.

The successful candidate must have a Bachelor's Degree in Accounting, Business Administration, Public Administration or related field and at least four (4) years of governmental accounting experience and one (1) year in a supervisory capacity. Candidates must have good knowledge of the law as it pertains to towns in New York and financial and accounting practices and methods involved in the receipt, investment, and disbursement of municipal funds. Successful candidates will have familiarity with the MUNIS software system (or similar) and knowledge of accounting standards, state and federal reporting requirements, bond issuance process, SEC continued disclosure, ARPA and NYSOSC reporting requirements as well as the following sample list of responsibilities:

- Prepares and executes the Town Budget
- Maintains accounting of all Town cash receipts and disbursements
- Files and audits claim vouchers and allows or rejects claims for payment
- Prepares financial abstracts for the Town Board
- Plans short and long-term financing of capital projects and consults with bank offices and bonding attorneys
- Makes short and long-term financial projections
- Confers and consult with Town officials on formulation of Town fiscal policies
- Compiles and submits required reports county, state or federal government
- Advises other departments on proper accounting procedures
- Manages the Parking Bureau
- Assists in collective bargaining negotiations

The ideal candidate will be an excellent fiscal steward as well as a proactive business advisor who works collaboratively with the town board and across departments to help establish best practice approaches and opportunities for efficiency or automation.

Salary commensurate with experience and excellent benefits.

Send resumes and cover letter to Director of Personnel, 321 Bedford Road, Bedford Hills, NY 10507 or email to [torr@bedfordny.gov](mailto:torr@bedfordny.gov)