

City Council
John Bendo, President
Karen McInnis, Vice President
Mike Delury
Scott J. Mandel
Elizabeth M. Treston



City Manager
Donna Gayden

(516) 431-1000
JOB POSTING

Position Title: **Deputy City Comptroller**
Salary: **Negotiable based on experience**
Posted: **October 16, 2020**

The office of the City Comptroller's goal is to provide the City Council and City Manager with sound fiscal advice, to ensure financial transactions are properly supported and recorded, and to safeguard the financial assets of the City, while ensuring the City's various departments work within their respective budgets.

The position of Deputy City Comptroller is in the City Comptroller Department, under the general supervision of the City Comptroller. This position is expected to perform professional level financial and auditing duties with considerable leeway for the exercise of independent judgment.

Responsible for the accounting operations of the City, to include the production of periodic financial reports; responsible for the financial integrity of the fiscal records of all City funds and accounts, including all Capital Projects; responsible for review and approval of accounting transactions / journal entries; perform month-end closing and year-end closing; provide monthly cash flow reporting; examine and audit the fiscal, cash, and internal control and operational records of other City departments; respond to questions and concerns of all City departments; prepare and provide financial statements, activity reports, revenue reports, analysis, and other reports on a scheduled or unprompted basis; work closely with financial institutions concerning banking activity changes, enhancements and charges; reconcile payroll numbers to accounting system; identify opportunities for process improvements; ensure compliance with all internal financial control requirements.

Qualifications

BA/BS Degree in Accounting with 10+ years of relevant experience, with at least 5 years in municipal accounting / finance; good knowledge of the principles, practices and procedures of municipal financing; thorough knowledge of the principles, practices and procedures of fund accounting; proficient with Microsoft Office and a quick learner with new software; highly organized with excellent communication skills, excellent ability to present ideas clearly and effectively, both orally and in writing.

Send resume and cover letter to:
City of Long Beach
One West Chester Street
Long Beach, NY 11561
Attention: City Comptroller
irezni@longbeachny.gov

The City of Long Beach is an Equal Opportunity Employer
Personnel chosen for merit and fitness without regard to race, creed, color or national origin.