



## DEPUTY CITY COMPTROLLER

The City of Long Beach is seeking a Deputy City Comptroller. 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.

## THE COMMUNITY

The City of Long Beach is situated on a barrier island, just off the south shore of Long Island. It is one of only two fully- autonomous cities on Long Island, with a population of approximately 34,000 people, spread across four square miles. The City's beautiful sandy beaches are one of the finest in the state along with our newly built 2.1 mile boardwalk.



## LONG BEACH CITY GOVERNMENT

The governing body is composed of five city council members. The city council meetings are held on the 1st and 3rd Tuesday of the month. There is a working session on the 2nd Thursday of the month.

The entire organization prides itself on its commitment to customer service and teamwork. Staff have daily interactions with one another and strong interdepartmental relations. The City strives to be a workplace of choice and the City possesses a high output effectively with all stakeholders, residents, and employees in the City.

The City of Long Beach is looking for an ethical individual that shows empathy and communicates effectively with all stakeholders, residents, and employees. The City is looking for a positive and flexible team player who is committed to the well-being of the staff and is supportive of others in the organization.

## RESPONSIBILITIES:

The duties of the Deputy City Comptroller include, but are not limited to, the responsibility 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.

## DESIRABLE KNOWLEDGE,SKILLS, ABILITIES AND ATTRIBUTES:

The ideal candidate will be a person of the highest integrity and is expected exhibit strong leadership abilities, and practice sound management skills with a good knowledge of the principles, practices and procedures of municipal financing.

## CANDIDATES ARE REQUIRED TO HAVE:

Candidates are required to have a BA/BS Degree in Accounting with 10+ years of relevant experience, with at least 5 years in municipal accounting/finance. \*The position is pending jurisdictional classification. Candidates may be required to take a Civil Service examination and be reachable on the resulting eligible list pursuant to NYS Civil Service Law.

## COMPENSATION AND APPLICATION :

Salary is commensurate with experience.

Apply by sending a resume and cover letter to the address below:

City of Long Beach  
One West Chester Street  
Long Beach, NY 11561 Attention: City Comptroller ireznik@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.

