

TOWN OF QUEENSBURY POSITION OPENING

DIRECTOR OF FINANCE

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for planning, implementing, and monitoring accounting and fiscal management functions. The Director of Finance analyzes and monitors program funds, grants, claims and expenditures, completes payroll and other personnel reports. Work is performed under the general supervision of a Board or other designated supervisors with leeway allowed for the use of independent judgement in carrying out details of the work. Supervision is exercised over the work of professional and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Plans, organizes, and directs all financial, accounting, and budgetary functions for an organization;
- Oversees the preparation and maintenance of the general ledger, financial statements, and other fiscal functions in order to provide complete and accurate records of all financial transactions;
- Administers internal controls, financial policies, procedures, and systems to ensure accuracy, efficiency, and compliance;
- Prepares grant budgets, required financial documentation, and fiscal reporting for State, Federal, and other funding sources;
- Reviews contracts, agreements, and procurement actions for fiscal impact and compliance;
- Advises and consults with administrative and program staff on fiscal procedures, budget monitoring, allowable costs, and reporting requirements;
- Ensures proper maintenance of accounts payable, accounts receivable, payroll, and other fiscal operations;
- May participate in strategic planning, policy development, and organizational management activities;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

- Thorough knowledge of public financial administration, budgeting, and governmental accounting principles and practices; Thorough knowledge of fiscal laws, regulations, and reporting requirements applicable to State and Federal funding; Good knowledge of office management principles, practices, and procedures;
- Ability to analyze complex financial data, prepare accurate reports, and make sound recommendations; Ability to plan, direct, and coordinate the work of subordinate staff;
- Ability to interpret and apply guidelines, regulations, contracts, and fiscal policies; Ability to understand and follow complex oral and written instructions;

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- Ability to communicate effectively, both orally and in writing;
- Ability to use computer applications such as spreadsheets, financial systems, word processing, and database software; Initiative, sound professional judgment, accuracy, and integrity.

MINIMUM QUALIFICATIONS:

- A) Master's degree in accounting, business administration, business management, finance or related field and two (2) years of work experience where the primary function of the position was municipal financial operations, two (2) years of which must have been in a supervisory capacity; or
- B) Bachelor's degree in accounting, business administration, business management, finance or related field and four(4) years of work experience where the primary function of the position was municipal financial operations, two (2) years of which must have been in a supervisory capacity.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SALARY: \$105,000-\$115,000 contingent on expertise and experience

RESIDENCY: Residence in Warren, Saratoga, Washington, Hamilton or Essex County

CIVIL SERVICE STATUS: This is a civil service provisional position with completion of civil service exam.

POSITION START DATE: Anticipated start date in February/March 2026

INTERESTED APPLICANTS: Read the detailed job description on the town's website: www.queensburyny.gov

- Download and complete TOQ application
- Send application, cover letter and resume to: Marge Mulligan at hr@queensburyny.gov

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