

JOB OPENING

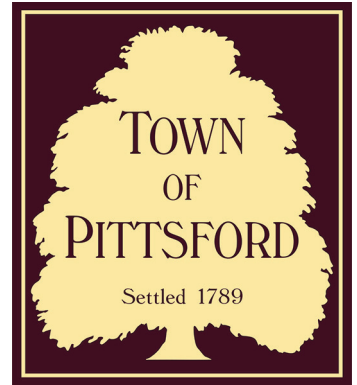
Finance Department

Position: **Director of Finance**

(Full-Time)

Posted: May 27, 2020

Deadline: June 17, 2020



The Town of Pittsford has an opening for the position listed above.

The Director of Finance reports to the Town Supervisor and is responsible for planning, budgeting and directing the financial matters of the Town, including accounting functions, investments and procurement. Some of the duties include invoicing, accounts payable, accounts receivable, investments, budget reports, bonding, preparation of annual financial filings, payroll services, benefits and insurance.

The annual budget, investment income, town insurance coverages, capital project funding options and office equipment replacement schedules are all handled by this position. Additionally, the incumbent will work closely with other departments and outside agencies on financial matters related to Town objectives. Candidate must have excellent communication and customer service skills. Candidate will attend Town Board meetings and seminars/workshops sponsored by other governmental agencies, professional organizations and financial institutions.

Experience overseeing procurement functions in accordance to NYS Laws and Town Procurement Policy and general knowledge of investment in accordance with NYS Laws and Town Investment Policy. Ability to multi task with strong analytical and problem solving skills. Perform all other duties and tasks as assigned for the position or by supervisor.

EDUCATION:

The successful candidate will hold a Bachelor's degree from an accredited four-year college of university with a degree in accounting, finance, business administration of similar field; and at least five years in a managerial role related to Finance and/or Accounting. (CPA or MBA preferred.)

Office Hours are Monday - Friday from 9:00am - 5:00pm.

Salary commensurate with experience. Competitive benefits program.

Responding to the Town of Pittsford residents for information and concerns is an important aspect of this job. The candidate must have the ability to communicate effectively with the general public and act as a representative for the Town of Pittsford.

Background checks are required for all employment in the Town of Pittsford. All offers will be subject to successful completion of an acceptable background check.

Interested candidates should send an application, cover letter & resume by mail, email or fax to:

Town of Pittsford
11 South Main Street
Pittsford, NY 14534
Attn: Personnel Department

Email to: cfleming@townofpittsford.org
Fax to: (585) 248-6247
For an employment application, click [HERE](#)