

Town of Plattsburgh
Excellent Career Opportunity
Finance Manager

The Town of Plattsburgh, New York (Clinton County), is in search of a Finance Manager to oversee the Town's financial operations.

About the Town of Plattsburgh - Nestled in the picturesque Champlain Valley, the Town of Plattsburgh offers a unique blend of natural beauty and community vitality. Located on the western shore of Lake Champlain, near the Adirondack Mountains, and just 20 miles from the U.S.-Canada border, Plattsburgh provides both scenic charm and accessibility. With a rich history dating back to the late 18th century, Plattsburgh embraces its heritage while fostering progress and innovation, creating a warm and welcoming community atmosphere. Plattsburgh sits at the heart of a region teeming with diverse amenities, offering a balance between outdoor adventures and urban excitement. Just an hour's drive away, you'll find Whiteface Mountain, renowned for its premier skiing, and Lake Placid, known as America's Olympic Village. The North Country abounds with opportunities for outdoor enthusiasts, including skiing, snowshoeing, mountain climbing, camping, fishing, boating, tennis, and golf. Positioned between vibrant urban centers like Burlington, Vermont, and Montréal, Canada, Plattsburgh ensures easy access to a wealth of cultural experiences and amenities. The Greater Plattsburgh region has an exceptional quality of life, affordable cost of living, excellent schools, and vibrant cultural scene make it an ideal destination for families, professionals, and nature enthusiasts alike.

Job Duties and Responsibilities:

The Finance Manager collaborates closely with the Town Supervisor and the Town Board to oversee the Town's financial management. As a key member of the senior management team, the Finance Manager directly supervises two team members. The Finance Manager must demonstrate strong interpersonal skills to effectively engage with diverse stakeholders. This role demands a detail-oriented individual capable of proficiently managing town finances, promoting collaboration with internal and external stakeholders, and ensuring adherence to regulations and best practices. Specific job duties include the following:

- Oversees computerized accounting and billing systems, ensuring accurate records of financial transactions across all departments and agencies.
- Manages all accounting functions, including payroll and tax reporting, to ensure compliance with state and federal regulations.
- Collaborates with the Town Board and various committees to develop and implement financial and personnel policies and procedures.

- Recommends investment strategies and monitors market trends for optimal financial management.
- Plans issuance of debt instruments and prepares official statements in compliance with IRS reporting requirements.
- Prepares and compiles financial reports for budget preparation and fiscal decision-making processes.
- Prepares financial reports and records for yearly audits.
- Conducts cash flow projection, analysis, and management to facilitate financial transactions.
- Confers with the Town Supervisor, Town Board, auditors, and department heads regarding budgetary revenues and expenditures.
- Supervises subordinate staff engaged in fiscal operations.
- Conducts special financial and statistical research as directed and maintains professional education to stay updated with standards and regulations.

Minimum Qualifications:

Either:

- a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Accounting, Business Administration, Finance, or Economics, including or supplemented by eighteen (18) semester credit hours in accounting, and five (5) years of accounting or auditing experience which must have been involved in the maintenance of double entry books of a business, including the general ledger, or in maintaining governmental agency books involving appropriation accounting and the preparation of budget and financial reports; three (3) years of which must have been in a supervisory capacity; or
- b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in a related field specifically structured to prepare individuals for work involving accounting, auditing, budgeting, and other fiscal related responsibilities, including or supplemented by eighteen (18) semester credit hours in accounting, and six (6) years of experience as defined in (a) above; three (3) years of which must have been in a supervisory capacity; or
- c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

Starting Salary: \$85,404.80 (Step 1 of the Salary Schedule)

Employee Benefits: Excellent benefit package including health insurance, paid leave, and participation in the New York State and Local Retirement System.

Civil Service Requirements: This is a Civil Service Competitive Class position. The employee would be hired on a provisional basis and would be required to pass and be reachable for appointment on the resulting eligible list.

Submission Requirements: Applicants must submit (either via email or mail) an Employment Application* and attach a cover letter and resume to the following:

Michael Cashman, Town Supervisor
Town of Plattsburgh
151 Banker Road
Plattsburgh, NY 12901
michaelc@townofplattsburgh.org

Questions: Any questions can be directed to the Town Supervisor's Office at 518.562.6813 or michaelc@townofplattsburgh.org

*The application can be downloaded from the Clinton County website:

<https://www.clintoncountyny.gov/sites/default/files/employment/pdf/Forms/ExamJobApplication%20.pdf>

Submission Deadline: Open until filled.

The Town of Plattsburgh is an Equal Opportunity Employer