



The Town of Ulster Personnel Committee

1 Town Hall Drive
Lake Katrine, NY 12449

October 5, 2022

Town Comptroller- The Town of Ulster is seeking a Comptroller.

The Comptroller maintains the day-to-day operations of the Comptroller's Office, including an array of financial transactions, and long-term financial management and reporting.

JOB SUMMARY: The Town Comptroller is responsible to manage the financial, accounting and budgeting activities and assist the Town Supervisor in managing one of the fastest growing communities in Ulster County in upstate New York. The Comptroller must demonstrate the ability to perform all duties with a high level of integrity and in accordance with federal, state local laws regulations and statutory provisions. In assisting the Town Supervisor in the day-to-day management of the Town, the Comptroller acts as a liaison with all departments to ensure efficiency of all Town operations. The Town Comptroller is involved in a multitude of governments activities above and beyond the primary duties of financial and accounting such as capital project management, procurement, human resources, technology, grants, long-term planning, emergency management, water/sewer, broadband/cable, internal controls reviews, departmental reviews, debt issuance and contract development/review.

Key functions include:

- Preparation and filing of annual financial reports with the Office of the NYS Comptroller and other governmental agencies
- Preparation of the budget
- Oversight of required annual audits, including coordination of work with retained audit personnel
- Accounting and control of the Town's capital accounts, capital assets, and associated records
- Cash management for the Town and Town-operated special districts
- Oversight of claims processing and payroll
- Implementation of GASB standards
- Management and training of staff as required
- Frequent interaction with management and staff of other Departments, elected and appointed officials, and other governmental agencies

- Proficient with Microsoft Word, Excel and KVS Accounting Software.

The successful candidate must possess a BA in accounting, business administration, public administration, or a related field, or have a minimum of five years' experience in auditing or governmental accounting. Those interested in the position should have the ability to work in a fast-paced, team-oriented environment, have strong interpersonal and communications skills, and should have a strong interest in public service. The Town of Ulster offers a strong benefit package, including a defined benefit pension plan, comprehensive medical, an optional deferred compensation plan, and a generous paid vacation and holiday schedule.

Please email resumes to: SupervisorOffice@townofulster.ny.gov