

The City of Watervliet Has An Opening For A Deputy Director of Finance

GENERAL STATEMENT OF DUTIES: The Deputy Director of Finance assists in the fiscal affairs of the City and manages the same, pursuant to law. He/She shall keep a separate account with every office, bureau and department in the City, and with each improvement for which funds are authorized and as directed by the Director of Finance.

The Deputy Director of Finance is authorized and empowered to execute all bonds, notes, drafts, and other documents for which legal authorization is granted in the absence of the Director.

He/She is also authorized to receive and record in detail all taxes properly levied by the governmental authority, and shall perform such duties as authorized and required by the Code of Ordinances of the City of Watervliet.

Deputy Director of Finance shall perform all other accounting duties as assigned.

Deputy Director of Finance reports to the Director of Finance or His/Her designee.

Deputy Director of Finance is considered an entry level position within the City's Administration

REQUIRED QUALIFICATIONS, KNOWLEDGE'S, SKILLS AND ABILITIES: Candidate must be a resident of Watervliet at time of appointment. He/She shall have knowledge of accounting, personnel management and audit procedures. A B.A in Accounting is preferred.

COMPENSATION:

Compensation based on experience.

Please forward letter of interest and resume to

General Manager's Office
2 Fifteenth Street
Watervliet NY 12189

By March 1, 2017