

## **Job Posting for Town Comptroller of Town of North Greenbush**

**Job Title:** Town Comptroller  
**Location:** 2 Douglas Street, Town of North Greenbush, NY  
**Employment Type:** Full Time  
**Salary Range:** \$85,000 - \$90,000 based on qualifications and experience  
**Application Deadline:**  
**Contact Email:** [jbott@northgreenbush.gov](mailto:jbott@northgreenbush.gov)

### **About the Town of North Greenbush**

North Greenbush is a vibrant community located in Rensselaer County, New York, known for its sense of community, excellent school, and proximity to the Capital Region. The Town is committed to fiscal responsibility and transparency in government operations.

### **Position Overview**

The Town Comptroller is appointed by the Town Board and serves as the chief financial officer for the Town of North Greenbush, overseeing all fiscal operations and ensuring compliance with applicable laws and regulations. This position plays a critical role in maintaining fiscal integrity and supporting the Town Board in strategic decision-making. The Town Comptroller is also responsible for Management of Town Human Resources, Town Payroll and other duties as assigned by the Town Supervisor and/or Town Board.

### **Key Responsibilities**

- Oversee all financial operations, including accounting, payroll, budgeting, and financial reporting and maintain all town receipts and disbursements.
- Prepare and present annual budgets and monthly financial statements to the Town Board.
- Monitor revenues, expenditures, and cash flow to ensure fiscal stability.
- Ensure compliance with New York State municipal finance laws and regulations.
- Supervise finance department staff and coordinate annual audits.
- Advise town leadership on financial planning and policy decisions, including without limitation, short-term and long-term financing of capital projects and consultation with bank officials and bond attorneys.
- Undertake special financial studies for the Town Board and make short and long-term financial projections based on studies undertaken.
- Interprets statistical and financial statements and renders reports and opinions of same to the Town Board.
- Advises other departments on proper accounting procedures, etc.
- Files and audits claims and allows or rejects claims for payment; Prepares financial abstracts for the Town Board and Departments.

### **Qualifications**

- Bachelor's Degree in Accounting, Finance, Public Administration, or related field (Masters Degree in Accounting, Finance, Public Administration, or related field preferred).
- CPA designation or equivalent experience strongly preferred.

- Minimum of 5 years of progressive experience in governmental accounting or finance with a minimum of 2 years in a supervisory capacity.
- Strong knowledge of municipal laws and regulations.
- Excellent analytical, organizational, and communication skills.
- The Town Comptroller does not need to reside in the Town of North Greenbush but must reside in Rensselaer County or in an adjoining County.

### **Benefits**

- Competitive salary (\$85,000 – \$90,000) and benefits package.
- Health insurance and retirement plan.
- Professional development opportunities.

### **How to Apply**

Submit your resume, cover letter, and references to [jbott@northgreenbush.gov](mailto:jbott@northgreenbush.gov) by 2/27/2026.