

**Job Title:** Director of Finance

**Location:** Town of North Greenbush Town Hall, Wynantskill, NY

**Reports To:** Town Comptroller

**Key Responsibilities and Qualifications:**

- Candidate will have a general knowledge of both Accounting (preferably Municipal Accounting) and Human Resources.
- Duties of this position include processing payroll, assisting with A/P and A/R, onboarding of new employees, handling employee questions, health care and retirement enrollment, assisting with the annual financial audit and preparation of the annual budget.
- Candidates must be organized, detail oriented and be able to communicate well with other team members, as well as outside vendors and customers. Must be very comfortable using Excel, Word, and Accounting/Payroll Systems.
- Other duties as assigned

**The Details:**

This position is 35 hours per week, Monday-Friday. Pay is \$30 per hour.

Interested candidates should send a resume to Town of North Greenbush, Attn: Town Comptroller, 2 Douglas Street, Wynantskill, NY 12198. Resume may also be faxed to (518) 283-5010, Attn: Town Comptroller or emailed to [efoster@northgreenbush.gov](mailto:efoster@northgreenbush.gov).