JOB POSTING

Assistant Director of Finance

Town of North Greenbush
Location: Town Hall, Wynantskill, NY
Reports To: Town Comptroller
Hours: 40 hours per week, Monday–Friday
Pay Rate: $31.00 per hour

Position Summary

The Town of North Greenbush is seeking a detail-oriented and organized **Assistant Director of Finance** to join the Finance Department. This position will work closely with the Town Comptroller and the Assistant Director of Finance to support the day-to-day operations of the Town's financial and human resources functions.

The Assistant Director and Director will work collaboratively and are **cross-trained and interchangeable**, providing coverage and support across a variety of responsibilities, including **Accounts Payable, Accounts Receivable, Payroll, and Human Resources**.

Key Responsibilities

Responsibilities include, but are not limited to:

- Processing and assisting with the Town's bi-weekly payroll.
- Assisting with **Accounts Payable (A/P)** and **Accounts Receivable (A/R)** functions.
- Assisting with employees onboarding and maintaining employee records.
- Responding to employee questions and assisting with routine Human Resources matters.
- Assisting employees with health insurance and retirement enrollment and related questions.
- Assisting with the preparation of the Town's annual budget.
- Assisting with the annual financial audit and providing requested documentation.
- Communicating professionally with employees, department heads, vendors, customers, and other outside parties.
- Utilizing accounting, payroll, and other financial software systems.
- Performing other related duties as assigned by the Town Comptroller.

Qualifications & Skills

The ideal candidate will have:

- College Degree
- General knowledge and experience in **accounting and Human Resources**.

- Municipal accounting experience is **preferred** but not required.
- Experience with payroll processing and/or accounts payable and receivable is highly desirable.
- Strong organizational skills and exceptional attention to detail.
- Excellent written and verbal communication skills.
- The ability to work independently while also functioning effectively as part of a team.
- Proficiency with **Microsoft Excel and Word**.
- Comfort and experience working with accounting, payroll, and other computerized financial systems.
- The ability to maintain confidentiality and handle sensitive financial and employee information appropriately.
- A willingness to learn and assist in multiple areas of the Finance Department.

Compensation & Schedule

- **40 hours per week**
- **Monday–Friday**
- **$31.00 per hour**

Benefits

- **Health/Dental/Vision Insurance**
- **NYS Retirement**
- **Paid time off**
- **Professional development opportunities**

How to Apply

Interested candidates should submit a resume to:

Town of North Greenbush
Attn: Town Comptroller
2 Douglas Street
Wynantskill, NY 12198

Resumes may also be:

Faxed to: (518) 283-5010
Attn: Town Comptroller

Emailed to: efoster@northgreenbush.gov

The Town of North Greenbush is an equal opportunity employer.