

# **CITY of ONEIDA**

## **Civil Service Commission**

Dave Cimpi, Chairperson  
Bruce Ironside, Commissioner  
Wendy Matters, Commissioner  
Jessica Kaiser, Secretary to the Commission

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### **NOTICE OF OPEN POSITION**

#### **City Comptroller**

The City of Oneida seeks a candidate for the full time position of City Comptroller. This position is a tested position in the Competitive class (provisional appointment) paid at \$68,000.00-\$78,000.00 per year. Salary commensurate with experience.

#### **DISTINGUISHING FEATURES OF THE CLASS:**

This position is the Chief Financial Officer of the City and has responsibility for planning and directing the general accounting system for the City, including monitoring and processing expenditures, investing and borrowing of funds, and analyzing the cash management of the City monies, payroll procedures and financial reporting. In addition, the incumbent acts as the purchasing agent for the City. The work requires mature accounting judgment on complex and administrative fiscal matters having budgetary implications. Incumbent also provides legislative recommendations regarding the cost-effectiveness of various City programs, services and operations. Administrative direction is received from the Mayor and the Common Council with wide leeway allowed for use of independent judgment in carrying out work activities. Supervision is exercised over the Finance Office. Performs other similar and related duties as necessary.

#### **TYPICAL WORK ACTIVITIES:**

- Oversees the maintenance of City accounting systems and records and the payment of claims against the City;
- Provides oversight and directs the implementation of financial matters for the City, including planning, coordinating, administering, and evaluating programs, projects, processes, systems, standards, and/or service offerings;
- Prepares a variety of financial and statistical reports and analyses to comply with Federal, State, and local laws, regulations, codes, and to provide pertinent information to the Mayor and the Common Council for decision making;
- Provides financial planning for capital budgets and debt;
- Plans and executes the borrowing of funds as needed for capital projects;

- Administers cash flow and investment program and plans investments;
- Assists in the preparation of the annual City budget;
- Solicits and reviews bids from vendors for a wide variety of commodities;
- Monitors and evaluates financial and accounting systems and revises them as needed;
- Responds to questions from employees, the general public, and other interested parties on financial issues;
- Confers with department heads and their representatives on the needs of their department.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles, practices, and methods of general and governmental accounting; thorough knowledge of the principles and practices of municipal finance and budgeting and applicable state and federal regulations; initiative and resourcefulness in adapting accounting methods to problems encountered; ability to analyze fiscal data and draw relevant conclusions; ability to plan and supervise the work of others; knowledge of automated financial management software packages; ability to prepare complex financial reports and statements; ability to establish effective working relationships with others; ability to express oneself concisely and clearly both orally and in writing; ability to organize, evaluate, and present financial data; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS: Either:**

- A. Graduation from a regionally accredited college or university or NYS registered college or university with a Bachelor's Degree in Accounting or closely related field, **AND** Three (3) years of accounting, auditing or financial management experience; **OR**
- B. Graduation from a regionally accredited or NYS registered college or university with an Associate's Degree in Accounting or closely related field, **OR** Five (5) years of accounting, auditing, or financial management experience; **OR**
- C. An equivalent combination of education and experience as defined by the limits of (1) and (2) above; experience that included governmental accounting preferred, but not required

**The City of Oneida is an Equal Opportunity / Affirmative Action Employer**

It is the policy of the City of Oneida to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, military status, genetic predisposition, carrier status, political affiliation, or belief.

Should you be interested, applications and additional information are available in the Civil Service Office, City Hall (2<sup>nd</sup> Floor), 109 N. Main Street, Oneida, NY 13421, or downloaded at our website: [oneidacityny.gov](http://oneidacityny.gov)