



## **Treasurer/Finance Director**

The City Manager is seeking an experienced leader to serve as its next Treasurer/Finance Director. The person will have strong finance, administrative and leadership skills and be trustworthy, highly responsible, and committed to customer service, internally and externally.

The Native American translation for Canandaigua is the Chosen Spot and this designation holds true today. Located on the northern shores of Canandaigua Lake in the Finger Lakes Region of Upstate New York, the City of Canandaigua (pop. 10,500) is known for its scenic and historic charm with a vibrant downtown featuring a variety of locally-owned shops, galleries, restaurants and breweries. Not only is Canandaigua Lake beautiful, but it also provides rich recreational opportunities such as swimming, fishing and boating.

The City provides a full range of municipal services including police, fire, water treatment, waste water treatment, solid waste collection, fourteen parks and safe & walkable streets and sidewalks. The City's operates with three major funds (General, Water and Sewer). The 2024 Budget is \$20.76 million for General Fund; \$5.76 million for Water Fund; and \$6.79 for Sewer.

### **POSITION RESPONSIBILITIES**

The Treasurer/Finance Director acts as the City's Chief Fiscal Officer (CFO), reports directly to the City Manager and is responsible for the administration and successful facilitation of all the financial affairs and responsibilities of the City. The Treasurer/Finance Director is a vital part of the City's management team.

Responsibilities include accounting, budgeting, payroll and related benefit programs, cash management, investment management, insurance/risk manager, audit facilitation, debt management, purchasing and accounts payable, reconciliation of bank statements and tax receiver. This individual is responsible for periodic financial reports to the City Manager and City Council, annual financial statements in accordance with general accepted governmental accounting principles, New York State reporting and official statements in support of City debt issuances.

### **MINIMUM QUALIFICATIONS**

Bachelors Degree in Public Administration, Business Administration, Finance, Accounting or related field and five years of full-time experience in public or private finance or accounting with experience in a supervisory capacity. Masters Degree in the above fields is desirable.

\*Possession of a Certified Public Accountant's License is strongly preferred.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Demonstrates an expert understanding of current generally accepted governmental accounting principles as promulgated by GASB; Modern practices for the development, administration and control of municipal operating, capital budgets and grant funds; Demonstrates an ability in performing strategic planning, solving complex problems, and addressing the financial activities of the City, Good knowledge of the laws, regulations, procedures and policies as they related to local government finances in New York State; Ability to prepare and present written and computer generated financial reports; Ability to communicate with City Staff and the public, both in writing and orally; Good knowledge of the Office of the NYS Comptroller Local Government Accounting & Reporting Manual. Working knowledge of automated systems software, including payroll systems and financial accounting and budgeting systems and Microsoft Office applications; Ability to supervise staff and establish and maintain effective working relationships with others. The successful candidate will have exceptional interpersonal skills with the ability to interact and socialize with the general public, staff and other related officials.

## **SALARY**

The starting salary range is \$90,000 - \$95,000 depending upon qualifications and experience along with a highly competitive benefits package that includes participation in the New York State and Local Retirement System, health insurance, vacation and personal time, sick leave and other benefits.

## **HOW TO APPLY**

Interested applicants are encouraged to apply by Monday, February 5<sup>th</sup>, but applications will be accepted until filled, please check the City website.

Interested applicants should submit a professional cover letter and resume to

John D. Goodwin, City Manager, 2 North Main Street, Canandaigua, NY 14424.