



JOB OPENINGS – CITY OF WATERVLIET

Vacancy Number:	2025-05B
Position:	Director of Finance
Location:	Watervliet City Hall
Basic Function:	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.
Qualifications:	<ol style="list-style-type: none">1. Master's degree from an accredited College or University in Accounting or Finance. Minimum of six (6) years recent work in accounting, including four years of supervisory experience primarily responsible for organization's accounting and financial management/reporting, governmental experience preferred OR;2. Bachelor's degree from an accredited College or University in Accounting or Finance. Minimum of eight (8) years recent work in accounting, including four years of supervisory experience primarily responsible for organization's accounting and financial management/reporting, governmental experience preferred. <p>Professional designation of Certified Public Accountant (CPA) strongly preferred but not required.</p>
Responsibilities:	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 General Manager 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. See the City of Watervliet Charter for more explicit details. City of Watervliet, NY DEPARTMENT OF FINANCE
Starting Date:	As soon as practicable
Application Deadline:	Open until filled
Starting Salary:	\$85,000 - \$95,000
Apply To:	Submit resume to Office of the General Manager, City of Watervliet, 2-15 th Street, Watervliet, New York, 12189 or email: officeofthegeneralmanager@watervliet.gov
Further Information Contact:	Stacey Clermont, Secretary to the General Manager 518-270-3800, Ext. 100 officeofthegeneralmanager@watervliet.gov
Date:	8/5/2025