

TOWN OF NEVERSINK EMPLOYMENT OPPORTUNITY – FULL TIME BUDGET/ACCOUNTING COORDINATOR - MUNICIPALITY

This full-time position involves working in a variety of functional areas in a municipality, including budget, accounting, auditing, health insurance and payroll functions. The work is performed under the general supervision of the Town Supervisor. The ideal candidate will have thorough knowledge of the principles of public administration and municipal budgeting; thorough knowledge of accounting and auditing principles; good knowledge of bookkeeping methods and principles; good knowledge of modern methods used in maintaining financial accounts.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Public Administration, Business Administration, Accounting or Finance and (2) years of experience involving the maintenance of a double entry accounting system, including budget preparation and/or analysis of financial reports; or
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Public Administration, Business Administration, Accounting or Finance and four (4) years of experience as described in (A) above; or
- C. An equivalent combination of training and experience and described in A and B above.

The salary will be \$70,000.00 (+) based on experience. Benefits included.

Resumes must be received by November 7, 2025.

Please send resume to Chris Mathews, Supervisor, Town of Neversink, PO Box 307, Grahamsville, NY 12740, drop it off at the Town Hall or via email at supervisor@townofneversink.org. Please address any questions to Chris Mathews, Supervisor at (845)985-2262, ext. 301.