

Fiscal Affairs Officer

Department/Agency of position: City of Dunkirk

Location of position: Dunkirk City Hall, Dunkirk, New York

Wage/Salary: Commensurate with experience/qualifications

Date Posted: November 1, 2016

Applications Received by: December 30, 2016 will be considered

The City of Dunkirk, New York has an opening for a Fiscal Affairs Officer

Job Description: Fiscal Affairs Officer

Dunkirk is a coastal community of 12,563 residents on beautiful Chadwick Bay of Lake Erie. Dunkirk has a diversified area economy that includes tourism, a state university, a regional manufacturing and retail center, and agricultural processing. The City has a total annual operating budget of \$22 million; 137 full-time employees. Please visit <http://www.dunkirktoday.com/> for more information about Dunkirk.

The Fiscal Affairs Department consists of a Fiscal Affairs Officer and 1.5 additional full-time staff members. The Department is responsible for the full range of governmental finance functions including, budgeting, employee benefits, utility billing and collection, debt management, risk management, purchasing and various other financial management matters.

The minimum job requirements are:

- 1) Bachelor's degree business accounting or related field with a graduate degree strongly desired;
- 2) Three to five years of progressively responsible experience in municipal finance, budgeting, accounting and management or very closely related field, with financial management experience in a municipal organization of comparable complexity to Dunkirk preferred; and
- 3) two years of supervisory experience; or any equivalent combination of education and experience.

Membership in the Government Finance Officers Association is highly desirable.

The salary for the Fiscal Affairs Officer position will be commensurate with the selected individual's qualifications and experience. The City of Dunkirk provides excellent fringe benefits.

This position will remain open until filled, with the first review of resumes to be conducted on January 1, 2017. To apply for this position, please submit a cover letter and resume in MS Word to Vicki Westling at vwestling@cityofdunkirk.com

You may also contact Vicki Westling by calling (716) 363-6888, or Roger Heyden at (716) 366-9872, fax (716) 363-0058;

Or by mail:

City of Dunkirk – Personnel
342 Central Avenue
Dunkirk, NY 14048

The City of Dunkirk is an equal opportunity employer.