

TOWN OF SWEDEN seeks Director of Finance and Human Resources. Position requires a bachelor's degree in accounting or finance with a minimum of 5 years experience in government or not-for-profit accounting. Responsible for all financial activities for a \$7 million annual municipal operation including budgeting, investments, debt service, administration of new bond issues, contract and grant applications & administration, reporting to various federal and state agencies, adherence to GASB, coordinating annual outside audit, accounts payable, accounts receivable, payroll and billing.

Responsible for all aspects of Human Resources for approximately 70 employees, benefits administration, Civil Service compliance, annual training and handbook management and updates as required by new laws and regulations.

Additionally serves as the liaison to outside IT consultant, prepares written communications including quarterly newsletter, weekly press releases, social media posts, Town Board correspondence.

Competitive salary and benefits including NYS Retirement. Exempt Civil Service position reporting directly to the Supervisor of the Town of Sweden. Letters of interest and resume ONLY to Supervisor, Town of Sweden, 18 State St., Brockport, NY 14420. Open until filled. Posted March 18, 2024. EOE.