

**TOWN OF CLAY JOB POSTING
DEPUTY COMPTROLLER
Full Time – Union Position**

DATE: **February 11, 2026**
LOCATION: **4401 State Route 31, Clay, NY 13041**
DEPARTMENT: **Finance Office**

The Town of Clay is the largest of the 19 Towns in Onondaga County in Central NY, north of Syracuse. The Town has 100 employees and oversees an operating budget of over \$40 Million.

JOB FUNCTION: The function of this position is to oversee the daily operation of the Finance Office. This includes payroll processing, voucher processing, bank reconciliation and general ledger bookkeeping. It also includes other clerical and financial duties as the assistant to the Commissioner of Finance. Employees in this position must be courteous in dealing with the public and staff. Confidentiality is a high priority in this position.

DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Specialized financial and payroll work involving the responsibility for overseeing and managing the Town's Financial System.
2. Preparation of payroll for departments of the Town; maintenance of payroll data and the preparation of various payroll reports in accordance with prescribed standards and procedures.
3. Posting cash receipts and worksheets to a general ledger accounting system; reconciling monthly bank statements to the financial system; reviewing and processing vouchers into the financial system and preparing checks for payment to vendors.
4. Additional duties include assisting the Commissioner of Finance with the Annual Report, Auditing, and the Budget Process.
5. Education and training opportunities are available and recommended.

EDUCATION/EXPERIENCE:

Graduation from High School or equivalent (GED) required. Clerical experience or post High School business training is also required. Graduate from a two or four year college preferred. Data input and familiarity with spreadsheets and bookkeeping is preferred. Requires confidentiality and the ability to interact with co-workers on a daily basis.

APPLICATION:

If you feel you meet the above requirements and wish to be considered for the position, please submit your resume with qualifications to hrmanager@townofclayny.gov by March 20, 2026