



Northern Westchester Joint Water Works

2065 East Main Street
Cortlandt Manor, NY 10567-2618
☎ Phone: 914-737-3558 ☎ Fax: 914-737-7344

POSITION AVAILABLE – ASSISTANT BUSINESS DIRECTOR

The Northern Westchester Joint Water Works (NWJWW) a municipal joint venture of the Towns of Cortlandt, Yorktown, Somers, and the Montrose Improvement District, is located in Cortlandt Manor, Westchester County, New York and is seeking an Assistant Business Director. The NWJWW operates two 1A water treatment facilities, manages water distribution systems for several communities, and performs residential water billing for several communities.

Under the direction of the Business Director, the Assistant Business Director will assist in administration and management of the budget of the NWJWW, along with performing and supervising business management activities of the NWJWW that include, but are not limited, to accounts receivable and payable, payroll, water utility billing, cash management, bidding, accounting, and personnel management. This position will have immediate supervisory responsibility for office support staff. Please see the job description below for specifics and for the minimum qualifications.

In accordance with County of Westchester Civil Service regulations, the appointment of a qualified individual will be in a provisional status. The appointee will be required to participate in the civil service exam when it is announced, and will need to be reachable for permanent appointment from the established list. The cost of the exam is currently \$40.00.

The work week is Monday through Friday, 8:30 a.m. – 4:30 p.m., and salary will be commensurate with education and experience.

The NWJWW is an Equal Opportunity Employer and encourages all qualified applicants to apply.

Interested parties should forward their letter of interest and resume by October 10, 2025 to the attention of:

Catherine Paget, Business Director
Northern Westchester Joint Water Works
2065 East Main Street
Cortlandt Manor, NY 10567
Fax 914-737-7344
personnel@nwjww.com

EXAMPLES OF WORK: (Illustrative Only)

Assists in managing the administrative and business operations of the Northern Westchester Joint Water Works, including the preparation and maintenance of computerized financial records related to purchase orders, payroll, financial reporting, bank reconciliations, and employee time accruals;

Supervises financial, accounting and administrative department staff in the preparation and maintenance of financial records including bank statements, bank reconciliations, ledgers, procurement, bidding, contracts, insurance, personnel, payroll, and leave benefits;

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Prepares fiscal reports and statistical data regarding operations, efficiencies and allocation of resources and prepares reports for the Board of Trustees, and/or other governmental agencies;

Reviews and approves payroll entries to ensure employee compensation is accurate, which includes checking timesheets, pay rates, overtime, shift differentials, department charges, and directs staff to make corrections as needed;

Reviews purchase orders for accuracy, ensures proper allocation of account codes, and approves them in accordance with established financial procedures and guidelines;

Analyzes account history if sufficient funds are not available, and presents findings to the Business Director;

Computes and initiates bi-weekly federal and state tax payments, prepares quarterly federal and state tax returns, and assists the Business Director in the review of the monthly retirement system reporting;

Oversees the preparation of federal, state or other financial reports, health insurance and FICA reports, and other reports;

Analyzes and makes recommendations to Business Director for procedural and policy enhancements to increase productivity and improve workflow;

Provide direct supervision of computerized water billing to staff to ensure compliance with established water billing policies and billing schedules.

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

PREFERRED SKILLS: Proficient in using KVS financial software, and two (2) or more years experience in New York State municipal accounting, and thorough working knowledge of municipal operations.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles and practices of accounting; good knowledge of the modern principles, procedures, and equipment involved in office management, personnel administration, budgeting, and purchasing; ability to plan, layout and supervise the work of others; ability to follow complex oral and written directions and to prepare correspondence, reports, and other materials from general indication as to content and form; ability to gain the cooperation of others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; good judgment in the solution of complex clerical problems; initiative; resourcefulness; integrity; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in Accounting, Business Administration, Public Administration, Financial Management or a closely related field and four (4) years of work experience in which the primary function of the position was business administration, accounting, finance or a closely related field, including or supplement by one (1) year of supervisory experience.

SUBSTITUTION: A Master's Degree* in Accounting, Business Administration, Public Administration, Financial Management or a closely related field may be substituted for one year (1) of the work experience described above. There is no substitution for the one years of supervisory experience.

* **SPECIAL NOTE:** Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.