



Steven M. Neuhaus
County Executive

VACANCY ANNOUNCEMENT
CONTRACTOR- MUNICIPAL FINANCIAL SERVICES
ORANGE COUNTY DEPARTMENT OF PUBLIC WORKS

The Orange County Department of Public Works is seeking a contractor to do the following:

- 1. Perform a comprehensive fiscal review and analysis of the financial records of Orange County Sewer District # 1 to prepare the same for utilization during independent audit;**
- 2. Provide audit support for historic and current financial activity of the district to ensure accuracy and consistency;**
- 3. Organize, validate and document financial records to support fund balance verification and reporting integrity;**
- 4. Evaluate existing fiscal processes relating to distribution of funds to fund balance accounts, recommend modifications of such processes to strengthen internal controls and improve operational efficiency;**
- 5. Develop and implement standardized procedures relating to Fund Balance to ensure timely and accurate reporting.**

Contractor Requirements: Contractor must have at least ten years of municipal experience analyzing state or local government budgets, at least three years of which must be understanding and being able to explain the difference between in-district and out-of-district user allocation of expenses for municipal districts (i.e. sewer or water district).

Contractor must be able to be on site in Orange County, NY to meet as needed with the Commissioner and/or Deputy Commissioner of the Department of Public Works and be able to make presentations to municipal officials to justify Consultant's findings.

Contractor should submit proposed rate of pay, resume, references and be prepared to submit a verbal and/or written plan to effectuate the analysis described above to:

**Langdon Chapman, Commissioner of Human Resources,
County of Orange, NY
255 Main Street
Goshen, NY 10924**

or by email to LChapman@orangecountygov.com

This contract is expected to terminate on or before 12/31/2027.

Civil Service Examination is not a requirement for appointment.

Employment applications can be downloaded from Orange County's website. Please visit www.orangecountygov.com and follow the link to the Department of Human Resources.

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