

DEPUTY TOWN COMPTROLLER

DISTINGUISHING FEATURES OF THE CLASS: The incumbent of this position acts generally for and in place of the Town Comptroller, and has the full authority to assume all responsibilities, duties and powers in the event that the Comptroller is absent or unable to perform the duties of his/her office in accordance with Section 20 (3) (d) of Town Law. This position involves responsibility for assisting the Town Comptroller with such duties as cash management, investments, budget management, and preparation and authorization of expenditures. Work is performed under the general supervisor of the Town Comptroller and the Town Supervisor. Supervision may be exercised over the work of subordinate employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assumes the duties and responsibilities of the Town Comptroller, and acts for and in place of the Town Comptroller, in his/her absence;

Supervises the preparation and pre-audit of all payrolls;

Participates in all phases of annual budget projections and preparation;

Assists the Town Comptroller with the preparation of various budget documents, modifications, revisions, proposed budget and annual reports;

Participates in all phases of the direction of audit and payment of all claims against the Town;

Oversees maintenance of budget appropriation ledger for all departments by securing and entering thereon the actual expenditures for all appropriations paid during the current and previous year;

Reviews all departmental budget requests for proper justification, and conducts audits of various Town department financial practices or procedures, as needed;

Prepares financial and administrative reports, under supervision of the Town Comptroller;

Utilizes computer applications such as spreadsheets, word processing, calendar, e-mail and database software.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good Knowledge of financial and accounting practices and methods involved in the receipt, investment, and disbursement of municipal funds;

Good knowledge of the application of bookkeeping principles to routine accounting transactions;
Good knowledge of office equipment, methods and procedures;
Ability to prepare clear and concise financial reports and statements;
Ability to communicate clearly and effectively, both orally and in writing;
Ability to establish and maintain effective working relationships;
Initiative;
Tact.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a New York State registered or regionally accredited college or university with a Bachelor's Degree in accounting, business administration, or closely related field and two (2) years accounting or auditing experience;
OR
- (B) Graduation from a New York State registered or regionally accredited college or university with an Associate's Degree in accounting and four (4) years accounting or auditing experience; OR
- (C) Graduation from high school and six (6) years accounting or auditing experience; OR
- (D) Any equivalent combination of training and experience as defined by the limits of A), B) and C) above.

Accounting - is the art of recording, classifying, verifying and reporting financial data and presenting an analysis or interpretation of their significance. Its function is to provide quantitative information, primarily financial in nature, about economic entities that is intended to be useful in making economic decisions and in making reasoned choices among alternate courses of action. It includes the preparation of financial statements and schedules.

Auditing - the art of confirming financial statements for the purpose of expressing an opinion that these statements fairly represent the financial condition of the enterprise and its

operating results, and further that these statements are presented to conform with generally accepted accounting standards in a consistent manner. Auditing is the art of documenting the veracity of financial data; it includes a critical review of internal controls, a systemic examination and verification of financial records and documents, and an appraisal of fiscal procedures and operations.

R947 5/18/12