

## **DEPUTY COMPTROLLER**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is an administrative position which involves responsibility for supervising the pre-audit and post-audit of all records in the county required by law to be audited by the Comptroller. The incumbent oversees the daily operation of the office, monitoring and maintaining work flow, supervising the county payment process, and assuming the duties of the Comptroller in his absence. Work is performed under the general supervision of the Comptroller with considerable leeway allowed for the exercise of independent judgment. Supervision is exercised over Account Clerical and clerical personnel and, in the absence of the Comptroller, over the department Auditors.

### **TYPICAL WORK ACTIVITIES:**

1. Supervises or conducts the auditing of all claims against County funds;
2. Gives final approval of claims for payment;
3. Prepares or directs the preparation of notice to vendors for all rejected claims and notifies vendor of denial;
4. Audits weekly list of expenditures, comparing voucher amounts, check numbers, and vendors to the computer printout for verification of accuracy;
5. Supervises office staff and maintains the normal flow of daily work through scheduling and work assignment;
6. Supervises the auditing of monthly financial transactions and authorizes the printing of the monthly statement of encumbrances, expenditures and unencumbered balances;
7. Maintains records and keeps abreast of contractual obligations of the County regarding expenditures connected with all County funded programs;
8. Analyzes contracts and contractual payments in regard to capital funds and legal liability limits in accordance with State laws and regulations;
9. Coordinates the computerized accounting systems of the Department of Finance and Office of the Comptroller to insure proper reporting, making recommendations for improvement;
10. Conducts special audits or performs special projects at the request of the Comptroller;
11. Furnishes statistical and financial data to the Comptroller as required;
12. Assists various departments and agencies of the County in matters relating to the auditing function;
13. Assumes the duties of the Comptroller in his absence;
14. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of modern accounting and auditing principles and practices; thorough knowledge of the general principles of municipal accounting and auditing; thorough knowledge of public finance; good knowledge of public administration; ability to supervise the maintenance of records used in the auditing function; ability to plan and supervise the activities of the professional and clerical auditing staff; ability to supervise the development and installation of new auditing systems and procedures; ability to follow and convey complex oral and written directions, regulations, laws, etc.; ability to work with automated accounting and auditing systems; ability to establish and maintain effective working relationships with others; a high degree of accuracy; integrity; sound professional judgment; tact and courtesy; physical condition commensurate with the demands of the position.

**DEPUTY COMPTROLLER** (Cont'd)

**MINIMUM QUALIFICATIONS:**

EITHER:       (A)     Graduation from a regionally accredited or New York State recognized college or university with a Bachelor's degree which included or is supplemented by 24 credit hours in accounting, and three (3) years of full-time paid work experience in the auditing of financial records, one year of which must have been in a supervisory or administrative capacity;

OR:            (B)     Any equivalent combination of training and experience as indicated in above.

NOTE:       Graduate work leading to a Master's degree in Accounting, Business Administration, Public Administration, Finance, or a closely related field may be substituted for the non-supervisory experience described above on a Year-for-year basis (one year equals 30 credit hours) to a maximum of two (2) years or 60 credit hours.

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ADOPTED:    04/20/84