

COMPTROLLER

DISTINGUISHING FEATURES OF THE CLASS:

This is an exempt class position responsible for the general superintendence of the fiscal affairs of a municipality. The incumbent works under the administrative supervision of the governing body of a municipality who reviews work for conformance to the law and policy.

TYPICAL WORK ACTIVITIES:

1. Maintains records of appropriations, encumbrances, and expenditures, and prescribes approved methods of accounting for all units of local government;
2. Certifies the availability of funds for all requisitions, contracts, purchase orders and other documents for which the municipality incurs financial obligations;
3. Prescribes the form of receipts, vouchers, bills and claims otherwise prescribed by the State Comptroller;
4. Audits and certifies for payment all lawful claims or charges;
5. Audits the financial records and accounts of all units of the government;
6. Submits reports to the governing body;
7. Has all the powers and performs all the duties conferred or imposed by law;
8. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of financing, major economic objectives and policies; good knowledge of budget preparation and financial forecasts; knowledge of operational adjustments due to tax revisions; knowledge of insurance coverage and protection against property losses and potential liabilities; physical condition commensurate with the demands of the position.

RECOMMENDED TRAINING AND EXPERIENCE:

Three (3) years of accounting or auditing experience, one (1) of which shall have been in a responsible capacity and graduation from a college or university recognized by the State University of New York with major work in accounting or business administration; **or** five (5) years of progressively responsible experience in accounting or auditing work and graduation from a standard senior high school; **or** any satisfactory equivalent combination of experience and training sufficient to indicate ability to do the work.

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