

DEPUTY TOWN COMPTROLLER

DISTINGUISHING FEATURES OF THE CLASS:

The incumbent of this position assists the Town Comptroller in the accounting, custody and disbursement of the municipality's funds and acts for and on his/her behalf in accordance with Section 20 (3) (d) of Town Law. Duties performed by this title include cash management, investments, budget management, and preparation and authorization of expenditures. Work is performed under the general supervision of the Town Comptroller and the Town Supervisor. Supervision may be exercised over a staff of accounting and/or clerical employees.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Assumes the duties and responsibilities of the Comptroller, acting for and on the behalf of the Comptroller in his/her absence;
2. Supervises the maintenance of the budget appropriation ledger for all departments by securing and entering the actual expenditures for all appropriations paid during the current and previous year;
3. Reviews all departmental budget requests for proper justification;
4. Assists the Comptroller with the preparation of various exhibits and schedules in the Budget Documents, Proposed Budget and Annual Report;
5. Prepares other financial and administrative reports as directed by the Comptroller;
6. Supervises the preparation and pre-audit of all payrolls;
7. Conducts special studies and analyses as directed by the Comptroller, such as methods and procedures, and the utilization of personnel, equipment and space in the operation of the Comptroller's Office;
8. Assists in directing the audit and payment of all claims against the Town;
9. Assists in the preparation of the annual budget;
10. Plans, directs and supervises the day-to-day operations of the Comptroller's Office;
11. Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in the performance of work assignments.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Knowledge of municipal accounting and auditing methods and procedures;

Knowledge and understanding of public administration;

Knowledge of the law as it pertains to towns in the State of New York;

Knowledge of purchasing practices and procedures;

Ability to organize and direct the work of others;

Ability to present ideas effectively either orally or in writing;

Ability to supervise the work of others;

Ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

DEPUTY TOWN COMPTROLLER (cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Bachelor's Degree in Accounting, Finance, Business Administration, Public Administration, or related field and two (2) years of full-time work experience in accounting, one (1) of which must have been in a supervisory or administrative capacity;
- OR: (B) Associate's Degree in Accounting, Finance, Business Administration, Public Administration, or related field and four (4) years of full-time work experience in accounting, one (1) of which must have been in a supervisory or administrative capacity.

NOTE: A Master's Degree in Accounting, Business Administration, Public Administration or closely related field may be substituted for one (1) year of the above stated work experience. There is no substitution for the one (1) year of accounting experience in a supervisory or administrative capacity.

NOTE: Qualifying work experience in accounting includes activities related to the application of generally accepted accounting principles, including recording, classifying, verifying and reporting financial data and presenting an analysis or interpretation of its significance. Work experience in data entry or posting to accounts will NOT be considered as qualifying experience.

NOTE: Your degree or college credit 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.

ADOPTED: 06/17/2019