

DEPUTY TOWN COMPTROLLER

DISTINGUISHING FEATURES OF THE CLASS: The incumbent of this position acts generally for and in the place of the Town Comptroller, and has the full authority to assume all responsibilities, duties and powers in the event that the Town Comptroller is absent or unable to perform the duties of his/her office in accordance with Section 20(3)(d) of Town Law. These duties 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 the work of subordinate employees. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assumes the duties and responsibilities of the Comptroller, and acts for and in the place of the 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 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 Comptroller;

Oversees the day-to-day operations of the Comptroller's Office, under direction of the Comptroller;

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

Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of accounting and auditing principles, practices, methods and procedures; good knowledge of the application of bookkeeping principles to routine accounting transactions; working knowledge of purchasing practices or procedures; working knowledge of office equipment, methods and procedures; familiarity with the law as it pertains to towns in the State of New York; ability to prepare clear and concise financial reports and statements; ability to establish and maintain effective working relationships; ability to communicate effectively, both orally and in writing; good judgment; initiative; tact.

MINIMUM QUALIFICATIONS:

Bachelors degree in accounting, business or closely related field, and two (2) years of accounting experience which included maintenance of general journals and ledgers and the preparation of financial statements, one (1) year of which must have been in a supervisory or administrative capacity.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.