

## TOWN COMPTROLLER

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for fiscal management of a Town's finances, including prescription and application of procedures in the auditing of financial accounts, examination of claims and receipts, and the authorization of payment of claims as enumerated in §34 of New York State Town Law. Work is performed under general supervision of the Town Supervisor and the Town Board, and is subject to direct audit by the New York State Comptroller. Direct supervision is provided to lower level accounting staff. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Audits all claims against the Town;  
Oversees voucher and payment processing, and all aspects of accounting for accounts payable, receipts and disbursements;  
Prepares warrants authorizing claims payments as enumerated in §34 of New York State Town Law;  
Oversees processing of payrolls and tracking of accruals;  
Prepares required monthly, quarterly and annual reports to outside agencies such as the Internal Revenue Service, the State Pension System, etc.;  
Confers and consults with Town officials on fiscal matters such as Town investment policies and capital plans;  
Performs financial studies and analyses related to Town budget or special projects, as requested;  
Works with outside contractors to ensure Town's compliance with required regulations as necessary;  
Audits accounts of all departments of the Town;  
Provides information to the Supervisor and Town Board as required or requested;  
May countersign checks;  
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 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.

MINIMUM QUALIFICATIONS:

Qualifications determined by the appointing authority.

10/84; 11/97; 7/06

Exempt Class  
[Towns of Carmel, Patterson, Philipstown]