

TOWN COMPTROLLER

DISTINGUISHING FEATURES OF THE CLASS: Incumbent is responsible for professional accounting work of advanced difficulty in the overall management of the Town's finances including cash management, investments, budget management, the 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 subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

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 claim 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;
May serve as Budget Officer (§103 of Town Law), Accounting Officer (§124 of Town Law), and/or Director of Finance (§52 of Town Law).

FULL PERFORMANCE KNOWLEDGE, 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;
Ability to establish and maintain effective working relationships;
Good judgment;
Initiative;
Tact.

MINIMUM QUALIFICATIONS:

- A) Graduation from a New York State registered or regionally accredited college or university with a Bachelor Degree in accounting, business administration, or closely related field and four (4) years accounting, or auditing experience; OR
- B) Graduation from a New York State registered or regionally accredited college or university with an Associate Degree in accounting and six (6) years accounting, or auditing experience; OR
- C) Graduation from high school and eight (8) years of accounting or auditing experience; OR
- D) Any equivalent combination of training and experience as defined by the limits of A), B) and C) above.

Accounting - is the art of recording, classifying, verifying and reporting financial data and presenting an analysis or interpretation of their significance. Its function is to provide quantitative information, primarily financial in nature, about economic entities that is intended to be useful in making economic decisions and in making reasoned choices among alternate courses of action. It includes the preparation of financial statements and schedules.

Auditing - the art of confirming financial statements for the

purpose of expressing an opinion that these statements fairly represent the financial condition of the enterprise and its operating results, and further that these statements are presented to conform with generally accepted accounting standards in a consistent manner. Auditing is the art of documenting the veracity of financial data; it includes a critical review of internal controls, a systemic examination and verification of financial records and documents, and an appraisal of fiscal procedures and operations.

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