

COMPTROLLER

DISTINGUISHING FEATURES OF THE CLASS:

This is an exempt class position responsible for the general oversight and administration 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 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:

Minimum seven (7) years of government accounting experience required, five (5) of which shall have been in a supervisory capacity; AND graduation from an accredited university recognized by the State of New York with a degree in accounting or business administration; OR ten (10) years of progressively responsible experience in accounting or auditing work; OR any satisfactory equivalent combination of experience and training sufficient to indicate ability to do the work.
Masters degree preferred.