

## COMPTROLLER

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the management of fiscal services for a municipality. The incumbent is responsible for managing all financial and account-keeping functions and procedures to ensure complete and accurate records of all fiscal activities within the municipality. The work is carried out in accordance with well established procedures and involves the application of accounting and auditing techniques. The work is performed under the general supervision of the Town or Village Board or other administrative supervisor with leeway allowed for the exercise of independent judgment and initiative in work methods. Supervision is exercised over the work of all account clerical personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Responsible for managing all financial and account-keeping functions and procedures to provide complete and accurate records of all fiscal activities and to reconcile all accounts on a timely basis;

Reviews and approves all payment claims and bills received by the municipality, including vouchers for payment and purchase orders and determines the proper account posting, while ensuring that sufficient appropriations exist;

Reviews and approves and/or disapproves all purchase requisitions submitted by departments and issues purchase orders for all approved supplies and equipment;

Reviews the financial aspects of various special projects to ensure compliance with town and/or village policy and applicable federal, state and/or local regulations and requirements;

Reviews all budget requests and advises all department heads of over budget situations;

Monitors contract expiration dates, monetary calculations, collections and payment, grants awarded, documentation submissions, reimbursement submissions and receipt of monies;

Monitors and oversees escrow, including but not limited to tracking source of initial deposit or expenditures applied;

Supervises, processing of payroll, the maintenance of the Town of Village personnel records, the maintenance of personal actions i.e.; appointments and terminations, new medical insurance enrollments and changes, and the administration of personnel acquisitions;

Develops budget estimates, prepares budget transfers and submits such to the board for approval;

Maintains files of all payment claims and bills received, including vouchers for payment and purchase orders, and makes the files available as public record;

Confers with, reports to and advises the town or village board and, elected and appointed officials and department heads on current policy-making issues and the integrity of the financial well-being of the Town or Village;

Prepares annual reports, tentative budget and budget recommendations and multiple year fiscal planning projections;

Audits financial records and accounts and certifies for payment all claims or charges;

Attends all town/village board meetings or other designated meetings to assist the board in making decisions by providing relevant financial information and recommendations.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the principles, methods and procedures of single and double entry bookkeeping; good knowledge of office terminology, procedures and equipment; working knowledge of the procedures of payroll preparation; ability to post ledgers, journals and control records; ability to prepare financial and statistical reports for budgetary purposes; ability to set up and balance books; ability to make arithmetic computations quickly and accurately; ability to understand and carry out oral and written directions; ability to write legibly; ability to get along well with others; clerical aptitude; mental alertness; good judgment; neatness; a high degree of accuracy; integrity; tact; courtesy; confidentiality; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Accounting, Business or Economics and four (4 ) years of full-time, in accounting or auditing work experience which must have included maintaining or auditing the double-entry books of a business, including the general ledger, or maintaining governmental agency books involving appropriation accounting and preparation of budget and financial reports; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with an Bachelor's degree Accounting, Business or Economics and eight (8) years of full-time, paid, post-degree accounting or auditing work experience which must have included maintaining or auditing the double-entry books of a business, including the general ledger, or maintaining governmental agency books involving appropriation accounting and preparation of budget and financial reports; **OR**
- C. An equivalent combination of training and experience as indicated in (A) and (B) above.

**Note:** College level study with a concentration in accounting or a substantially similar field may be substituted for the work experience listed above on a year for year basis.