

DEPUTY TOWN COMPTROLLER

DISTINGUISHING FEATURES OF THE CLASS: The incumbent of this position assists the Town Comptroller in the accounting, custody and disbursement of a town's funds and acts for and in place of the Town Comptroller in accordance with Section 20(3)(d) of Town Law. The duties performed by this title include the management of cash, investments and budget, as well as the preparation and authorization of expenses. The work is performed under the general supervision of the Town Supervisor and Town Comptroller. Work guidance (e.g., lead work) may be provided to office staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees the maintenance of the budget appropriation ledger for all departments by securing and entering the actual expenditures for all appropriations paid during the current and previous year;
Reviews departmental budget requests for proper justification and may conduct audits of various Town department financial practices or procedures, as needed;
Participates in annual budget projections and preparation;
Assists the Town Comptroller with the preparation of various budget documents, modifications, revisions, proposed budget and annual reports;
Prepares other financial and administrative reports as directed by the Town Comptroller;
Assists the Town Comptroller in maintaining and auditing town accounts including charges, claims or demands against the town;
Supervises the preparation and pre-audit of payrolls;
Assumes the duties and responsibilities of, and acts for, and on behalf of the Town Comptroller in their absence;
May countersign checks.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of general and governmental accounting and auditing; working knowledge of the law as it pertains to towns in the State of New York; working knowledge of office terminology, procedures and equipment; working knowledge of financial and accounting practices and methods involved in the receipt, investment and disbursement of municipal funds; ability to provide work guidance to staff; ability to prepare clear and concise financial reports and statements; ability to understand and interpret difficult written and tabular materials; ability to communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher in Accounting or comparable curriculum and four (4) years of diversified municipal accounting experience which must have included maintenance of general journals and ledgers and the preparation of financial statements.