

DEPUTY TOWN COMPTROLLER

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for assisting the Town Comptroller in monitoring the financial records of the Town. Responsibilities include maintaining the accounting records of the Town according to established accounting procedures and practices. The incumbent oversees financial transactions, installation and maintenance of accounting systems, payroll procedures and preparation of reports and fiscal analyses. Work is performed under the general direction of the Town Comptroller with wide leeway allowed the use of independent judgment in planning and carrying out the assignments of the job. Does related work as required.

TYPICAL WORK ACTIVITIES:

Performs general accounting duties such as maintaining a general ledger, making journal entries, and reconciling trial balances, bank statements and accounts;

Assists in the development and implementation of new accounting procedures and systems in order to provide a clear audit trail of financial transactions;

Prepares a variety of tax, financial and statistical reports and analyses to comply with State, Federal, and local requirements and to provide pertinent information for decision making;

May assist in the preparation of an annual budget including estimation of revenues and appropriations;

Examines and audits purchase orders, invoices, demands, and charges against the Town;

Reconciles payroll on a weekly basis, preparing journal entries, bank wires and transfers;

Maintains a ledger of all transactions for record keeping purposes, showing all receipts, expenditures, and available cash balances.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good Knowledge of the principles, practices and terminology of general and governmental accounting;

Working knowledge of office equipment, methods and procedures;

Working knowledge of business arithmetic and English;

Ability to review reports, find and define problems, and propose solutions;

Ability to cope with stringent deadlines;

Ability to devise and maintain accounting systems;

Ability to prepare and analyze complex financial and statistical records, reports and statements;

Ability to operate a computer terminal;

Ability to perform close, detail work involving considerable visual effort and strain;

Ability to communicate clearly and effectively, both orally and in writing;

Ability to establish and maintain effective working relationships;

Initiative;

Good judgment;

Accuracy.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a New York State registered or regionally accredited college or university with a Bachelor's Degree in accounting, business or public administration, economics, mathematics, or closely related field, including or supplemented by 15 semester credit hours in accounting; OR
- (B) Graduation from a New York State registered or regionally accredited college or university with an Associate's Degree, including or supplemented by 18 semester credits in accounting and two (2) years of accounting or auditing experience; OR
- (C) Graduation from high school or possession of an equivalency diploma and four (4) years of accounting or auditing experience; OR
- (D) An 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.

Financial - involves the monitoring of cash, checks, and other financial instruments. Duties include daily weekly, and/or monthly audits of transactions, record keeping, and detailed data entry into a financial accounting system or similar software.

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