

COMPTROLLER

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for directing and maintaining the financial records of the county in the manner prescribed by the New York State Department of Audit and Control as well as insuring that these record keeping activities are carried out in accordance with all applicable laws and regulations governing local governments. The Comptroller has all of the powers and performs all of the duties of the Chief Accounting and Auditing Officer, of the county by overseeing the fiscal operations of county departments and agencies through the analysis of required fiscal reports. The Comptroller is appointed by the County Legislature and shall serve a term of four (4) years. Direct supervision is exercised over all subordinate office staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Maintains and audits all financial records and accounts of all units of county government charged with duties relating to funds of the County;

Audits and certifies for payment all lawful claims or charges against the County or against funds for which the county is responsible, this includes developing and maintaining a record keeping system showing all appropriations, funds and expenditures, together with the name of the claimant and amounts;

A separate account of each county department and special fund must be maintained;

Keeps a record of all bonded indebtedness and other loans;

Conducts the sale of bonds and notes;

Subject to the provisions of Civil Service Law, and the Broome County Charter certifies the correctness of payrolls for the payment of salaries of officers and employees paid from county funds.

Submits statement of county finances to the County Legislature and County Executive in a timely fashion;

Prescribes methods for maintaining financial records consistent and with GAAP, GASB and the New York State Comptroller;

Certifies the availability of funds for all contracts, purchase orders and other financial obligations incurred by the county;

Provides for a system of encumbrances and maintains records;

Assists in the development of information and data for the County Legislature during the budgetary process;

Advises County Legislature on fiscal matters;

Reviews and approves Federal and State aid claims.

Serves as department head of the Broome County Department of Audit and Control;

Directs, coordinates and schedules audits in accordance with generally accepted government auditing standards.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of current public fiscal administration, including internal auditing, accounting and fiscal management;
Thorough knowledge of the principles, practices and terminology of general and governmental accounting;
Thorough knowledge of financial administration including budgeting and reporting;
Above average verbal and written communicative skills;
Working knowledge of State finance laws;
Working knowledge of bond markets;
Ability to prepare and present complex oral and written reports clearly and concisely;
Ability to plan and direct the work of others;
Ability to operate a computer terminal;
Ability to perform close, detail work involving considerable visual effort and strain;
Good judgment;
Physical condition commensurate with the demands of the position.

***MINIMUM QUALIFICATIONS:**

- A) Graduation from an approved four-year college course with a major in accounting and four (4) years experience in responsible accounting or auditing work, or
- B) Graduation from an approved two-year college course with a major in accounting and eight (8) years of experience in responsible accounting or auditing work.

SPECIAL REQUIREMENT: Incumbent in this position is required by the County Legislature to reside within the county of Broome at all times during their employment in the title.

*In accordance with the Article IV (A401) of the Broome County Administrative Code.

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Jurisdictional Classification: Unclassified