

COMPTROLLER

Code No. 3-01-100
EXEMPT, for all Towns only
when not using Director of
Finance

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position in a Town, responsible for allowing or rejecting purchases of items or services, examining, auditing and certifying accounts and receipts, and preparing and posting all accounts, charges, claims or demands. This position functions as the accounting officer for the Town and assumes the accounting duties of the Town Supervisor pursuant to Town Law, section 124 and 125. The position is further responsible for investing and maintaining records, as well as monitoring and maintaining records of community development projects. Work is performed in accordance with town law and policies, and federal guidelines. The employee reports directly to and works under the general supervision of the Town Supervisor. General supervision may be exercised over a subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Ensures that claims are charged to the correct appropriation account and all claims are true and correct;

Audits all claims against the Town, along with audit accounts and receipts of Town officers; countersigns checks for claims for the Town Supervisor's signature;

By Town Board resolution, functions as the accounting officer for the Town and assumes the accounting duties of the town Supervisor, pursuant to town law;

Keeps detailed accounting records in compliance with the State Department of Audit and Control;

Prepares mandated reports for the Town Board and files with the Clerk's Office as required;

Approves for purchase items or services rendered to the Town by means of purchase order or voucher;

Ensures that purchases are budgeted and funds are available;

Transfers money from one fund to another; signs checks; approves records of funds spent;

Invests and maintains records of the daily investments in accordance with Town investment policies;

Monitors and maintains records of any Community Development project as per Federal guidelines.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of accounting practices and principles; thorough knowledge of budgeting practices and principles for a town government; good knowledge of investment practices and principles as applicable to town government; good knowledge of town law as applicable to the powers and duties of a comptroller; good knowledge of federal and local laws and regulations as applicable to audit and control; working knowledge of community development goals and objectives; ability to communicate effectively orally and in writing; ability to prepare and present narrative and statistical reports; ability to establish and maintain effective professional relationships; thoroughness; good judgment; integrity; physical condition commensurate with the demands of the position.

ADOPTED: March 4, 2004

Approved Exempt for Irondequoit at the 10/18/04 NYS Civil Service Commission meeting.

Approved Exempt for all Towns (when not using Director of Finance) by NYS Civil Service Commission on July 15, 2009