

ASSISTANT TO THE COMPTROLLER

Code No. 3-02-013
Competitive

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position in a Town responsible for assisting the Comptroller with reviewing, approving or disapproving purchases of items or services, examining, auditing and certifying accounts and receipts, and preparing and posting all accounts, charges, claims or demands. The position is further responsible for assisting with investments, the maintenance of related 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 Comptroller. 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.)

Assists the Comptroller with ensuring that claims are charged to the correct appropriation account and all claims are true and correct;

Assists the Comptroller with auditing all claims against the Town and auditing accounts and receipts of Town officers, including monthly bank reconciliations of all Town bank accounts;

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

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

Prepares purchase orders and vouchers and makes ready for payment including required signatures, mathematical calculations and appropriate account distributions;

Assists with ensuring that purchases are budgeted and funds are available;

Assists with investments and maintenance of records of the daily investments in accordance with Town investment policies;

Assists with the monitoring and maintenance of records of any Community Development project as per Federal guidelines.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of accounting practices and principles; good 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 federal and local laws and regulations as applicable to audit and control; good knowledge of town law as applicable to this position; working knowledge of community development goals and objectives; ability to communicate effectively both orally and in writing; ability to prepare and present narrative and statistical reports; ability to establish and maintain effective professional relationships; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, PLUS either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Accounting or Finance plus five (5) years of paid full-time or its part-time equivalent professional-level* experience in the field of accounting and/or auditing, three (3) years of which must have involved the use of an automated accounting system; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Accounting or Finance plus six (6) years professional-level* experience as described in (A) above, three (3) years of which must have involved the use of an automated accounting system; OR,
- (C) An equivalent combination of training and experience described by the limits of (A) and (B) above.

*Professional-level experience does NOT include clerical or secretarial experience.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

ADOPTED: February 8, 2007