

DEPUTY TOWN COMPTROLLER

DISTINGUISHING FEATURES OF THE CLASS: This position acts generally for and in place of the Town Comptroller, and has the full power and authority to perform all the duties of the Town Comptroller so long as the comptroller is absent or unable to perform the duties of his/her office in accordance with Section 20(3)(d) of Town Law. The work is performed under the general supervision of the Town Supervisor and Town Comptroller. Work direction may be provided to office staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Checks that all money received is reported;
Makes certain that budgets are not exceeded;
Prepares warrants authorizing the Supervisor to pay claims;
Audits accounts of all departments of the town;
Makes necessary reports;
Furnishes information to the Supervisor and the Town Board;
May countersign checks.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of accounting principles, practices and techniques, particularly as they relate to governmental accounting; working knowledge of office terminology, procedures and equipment; ability to understand and interpret difficult written and tabular materials.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Accounting or a related field 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.