

TOWN COMPTROLLER

DISTINGUISHING FEATURES OF THE CLASS: This is responsible work of a difficult nature involving responsibility for the fiscal management of a town's finances, as detailed in Section 34 of New York State Town Law. This responsibility includes the development and oversight of an annual Town budget, prescription and application of procedures in the auditing of financial accounts, examinations of claims and receipts and the authorization of payment of claims. The work is performed under the general direction of the Town Supervisor and Town Board, with work subject to direct check by the State Comptroller. Supervision may be provided to office staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares, executes and monitors the town budget;
Checks the legality of all claims against the town;
Maintains accounting of all town receipts and disbursements, audits claims and may sign checks;
Plans short and long-term financing of capital projects and consults with bank officials and bonding attorneys;
Confers and consults with town officials on formulation of town fiscal policies;
Undertakes special financial studies for the town board;
Makes short and long-term financial projections based on studies undertaken;
Prepares and/or interprets statistical and financial statements and renders reports and opinions to the board;
Advises other departments of proper accounting techniques;
Supervises the maintenance of records of town indebtedness;
Oversees the issuance of any Federal or State financial reports;
Maintains relationship with Town Bond Council and Financial Advisor and oversees issuance of serial bonds;
Prepares financial and administrative reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of general and governmental accounting and auditing; good knowledge of the law as it pertains to towns in the State of New York; good knowledge of office terminology, procedures and equipment; good knowledge of financial and accounting practices and methods involved in the receipt, investment and disbursement of municipal funds; ability to supervise the work of others; ability to prepare clear and concise financial reports and statements; ability to understand and interpret difficult written and tabular materials; ability to communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS: Qualifications are determined by the appointing authority.

SPECIAL REQUIREMENTS:

1. **Term of Office:** In accordance with Section 20(3)(b) of Town Law, the incumbent shall hold office until the first day of January next succeeding the first biennial town election held after the time of their appointment. On the first day of January next succeeding the first biennial town election held after the time of the establishment of such office, and biennially thereafter, the town board shall appoint a comptroller who shall hold office for a term of two years.

(over)

- 2. Public Officer Requirements:** In order to be eligible for appointment, candidates must meet all current requirements of Section 3 of the Public Officers Law, including, but not limited to being 18 years of age, a citizen of the United States, a resident of the municipality in which employed.