

TOWN COMPTROLLER

DISTINGUISHING FEATURES OF THE CLASS: This is responsible work of a difficult nature involving a responsibility for examining claims and authorizing their payment, as enumerated in Section 34 of New York State Town Law. The work is performed according to a prescribed routine and is under the general direction of the Town Board, with work subject to direct check by the State Comptroller. Does related work as required.

TYPICAL WORK ACTIVITIES:

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

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the application of bookkeeping principles to routine accounting transactions; working knowledge of office equipment, methods and procedures; ability to make rapid and accurate arithmetic computations; ability to prepare clear and concise financial reports and statements.

MINIMUM QUALIFICATIONS: Qualifications are determined by the appointing authority.

TERM OF OFFICE:

In accordance with Sec. 20-3(b), 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 his 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.