

ASSISTANT COMPTROLLER

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Town Comptroller, the incumbent of this position assists in the accounting, auditing and disbursement of the Town's funds and in the direction of procedures and methods utilized in these functions. Unlike the Deputy Town Comptroller, the Assistant Comptroller does not act for the Town Comptroller in his/her absence. The Assistant Comptroller may supervise a staff of accounting and/or clerical employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the administration of the Town's financial affairs, including the receiving, disbursement, recording and accounting of revenues due the Town;

Assists in the direction of the audit, verification and payment of all claims against the Town;

Directs the maintenance of accounts for each budget appropriate item;

Assists in the preparation of the annual budget;

Supervises the proving of separate funds and accounts, such as street opening deposits, donations, bid deposits, trust and agency, water districts, sewer districts, etc.;

Advises other departments on proper accounting procedures;

May supervise a staff of clerical and/or accounting employees;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in the performance of duties.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of municipal accounting and auditing practices; knowledge and understanding of public administration; ability to prepare and maintain accounting records and reports; ability to present ideas effectively either orally or in writing; ability to supervise the work of others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; honesty; integrity; tact; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience where the primary function of the position was financial recordkeeping and/or financial auditing.

SUBSTITUTION: A Bachelor's Degree* in Accounting, Finance, Business Administration or a closely related field may be substituted for four (4) years of the work experience described above.

*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional national or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.