

DEPUTY COMPTROLLER
(Cities of Rye & Peekskill)

GENERAL STATEMENT OF DUTIES: Assists the Comptroller in the planning and administration of the department and acts for and in behalf of the Comptroller; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this class assists the Comptroller in planning and directing the fiscal affairs of the city, including the accounting, custody and disbursement of all municipal funds. This position requires the incumbent to exercise independent judgement and initiative in the compilation of budget and financial reports in accordance with applicable laws and ordinances. Supervision is exercised over a staff of accounting and/or clerical personnel involved in the financial recordkeeping and collection/disbursement functions of the city.

EXAMPLES OF WORK: (Illustrative Only)

Assists the Comptroller in the formulation of fiscal programs, policies and procedures;

Programs the activities of the Department, subject to the approval of the Comptroller and supervises the staff in the performance of their duties;

Controls all cash receipts and disbursements through daily recording of totals and monthly reconciling of various bank accounts;

Supervises the taking of trial balances and proving of subsidiary accounts;

Posts all books of original entry to the general ledger;

Supervises the billing and collection of city, school, county and sewer district taxes;

Reviews each payroll before and after preparation thereof;

Subject to the approval of the Comptroller, plans, directs and supervises the day-to-day operation of the Comptrollers Office;

Maintains record of contracts and a detailed listing of outstanding trust fund deposits;

Advises Comptroller of status of various funds and maintains record of authorized investments and loans and inter-fund transfers;

Assists in preparation of annual budget;

Prepares schedule of estimated revenues;

EXAMPLES OF WORK: (Cont'd)

Prepares salary schedule of municipal employees;

Collaborates with Comptroller in the preparation of financial reports and statistics for City, state and Federal agencies, banks, etc;

Conducts special studies and analysis as directed by the Comptroller;

Advises other departments on proper accounting procedures;

Keeps informed on new accounting methods and procedures and recommends improvement in department procedures where feasible, consulting with Comptroller on major matters; keeps informed on municipal financial procedures through attending fiscal sections of New York State Mayor's conference;

Uses computer applications such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

Acts generally for and in behalf of the Comptroller, as necessary.

DESIRABLE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of accounting and auditing; thorough knowledge of principles and practices of public administration; ability to communicate effectively, both orally and in writing; ability to organize and direct the work of others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software; integrity; accuracy; initiative, resourcefulness; tact; physical condition commensurate with the demands of the position.

SUGGESTED ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) Graduation from a recognized college or university with a Bachelor's degree in Business, Business Computer Systems, Public Administration, Accounting or Financial Management and five years of experience in accounting or financial administration, including two (2) years of supervisory experience; or (b) a Master's degree in one of the above-mentioned fields and four (4) years of the specified experience, including the two (2) years of supervisory experience; or (c) a satisfactory equivalent combination of the foregoing training and experience.