

## TOWN COMPTROLLER

DISTINGUISHING FEATURES OF THE CLASS: The incumbent of this position is appointed by the Town Board, and is responsible for the fiscal management of a Town's finances. This responsibility includes the prescription and application of procedures in the auditing of financial accounts, examination of claims and receipts, and the authorization of payment of claims. The Town Comptroller is under the general supervision of the Town Board and the Town Supervisor, and is subject to direct audit by the State Comptroller. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Prepares and executes the Town budget;

Maintains accounting of all Town receipts and disbursements;

Audits books and records of town officers and employees who received or disbursed funds during the fiscal year;

Files and audits claims and allows or rejects claims for payment;

Prepares financial abstracts for the Town Board;

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;

Interprets statistical and financial statements and renders reports and opinions of same to the Town Board;

Advises other departments on proper accounting procedures.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the law as it pertains to towns in the State of New York; good knowledge of financial and accounting practices and methods involved in the receipt, investment, and disbursement of municipal funds; ability to present ideas effectively, either orally or in writing; ability to supervise a staff of administrative, accounting and clerical employees; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; a high degree of integrity; good judgment; tact; courtesy; accuracy; dependability; physical condition commensurate with duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) Bachelor's Degree\* in Accounting, Business Administration, Public Administration, or related field and four (4) years of accounting experience, one (1) year of which was in a supervisory capacity.

SUBSTITUTION: A Master's Degree\* in Accounting, Business Administration, Public Administration or related field may be substituted for one (1) year of the work experience listed above. There is no substitution for the one (1) year of accounting experience in a supervisory capacity.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

SPECIAL NOTE #2: This is a public officer position and all appointees must meet the requirements, including residency, for public officers as specified in the Public Officers Law.

Towns  
J.C.: Exempt  
(Competitive - if Director of Finance is Exempt)  
(Unclassified - Town of Greenburgh)

Job Class Code: 0060

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