

## **COMPTROLLER**

### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for planning, directing and coordinating the accounting and auditing activities of the City's Finance Department, and the preparation of the annual budget. The incumbent is responsible for insuring that the record keeping activities are carried out in accordance with New York State laws and regulations. The Comptroller is the chief auditing and accounting officer of the City and oversees the fiscal operations of city departments and agencies through the analysis of required fiscal reports. The Comptroller is appointed by, and works under the direction of the City Manager. Direct supervision is exercised over subordinate staff in the Finance Department. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Prepares annual budget by meeting with the City Manager and various department heads to review budget needs, analyzes information provided and prepares related charts and graphs;

Plans, develops and implements policies and procedures in accordance with laws and rules relative to accounting and auditing procedures;

Supervises the activities of subordinate staff involved in complex account keeping activities;

Negotiates, approves and monitors purchasing contracts with product vendors;

Audits and keeps all claims, accounts and demands that are lawful City charges;

Develops and maintains a record keeping system showing all appropriations, funds and expenditures, together with the name of the claimant and amounts;

Keeps a separate account of each department and special funds;

Maintains and preserves all contracts for the furnishing of heat, light, telephone, supplies or other services;

Keeps a record of all bonded indebtedness and other loans;

Conducts the sale of bonds and notes;

Subject to the provisions of Civil Service Law, certifies the correctness of payrolls for the payment of salaries of officers and employees paid from funds and delivers a certified transcript to the City Manager as authorization for payment;

Assures payroll records and reports are maintained and filed;

Submits statement of City finances to the City Manager in a timely fashion;

Prescribes approved methods and forms for financial accounting and record keeping for all city officers;

Certifies the availability of funds for all contracts, purchase orders and other financial obligations incurred by the City;

Provides for a system of encumbrances and maintains records;

Prepares annual budget for the Finance Department;

Advises City Manager on fiscal matters and prepares various financial reports;

Reviews and approves Federal and State aid claims.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Thorough knowledge of the principles, practices and modern methods used in public fiscal administration, including internal auditing, accounting and fiscal management;

Thorough knowledge of the State laws and regulations which govern the practices and methods of public finance and budgeting;

Thorough knowledge of financial administration including budgeting and reporting;

Good knowledge of State and City purchasing regulations, policy and practices;

Good knowledge of office terminology, practices and procedures;

Good knowledge of State finance laws as they relate to City government fiscal procedures;

Working knowledge of bond markets;

Ability to prepare and analyze complex financial and statistical records, reports and financial statements;

Ability to prepare and present complex oral and written reports clearly and concisely;

Ability to plan and direct the work of others;

Ability to perform close, detail work involving considerable visual effort and strain;

Good judgment;

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

This position is in the exempt class. The minimum qualifications are to be determined by the appointing authority at the time of appointment.