

## **ASSISTANT COMPTROLLER**

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

Under the general supervision of the City Comptroller, this position is responsible for a variety of complex accounting and auditing duties required for financial transactions in the City. This position is responsible for assisting the Comptroller with the preparation, tracking and monitoring of accounts for the annual operating budget as prescribed by New York State laws and regulations. Prepares monthly financial reports, performs general ledger analysis, reconciliation of accounts, tracks costs and expenditures of capital projects and authorizes payments of accounts. The position maintains oversight over the City's procurement policy and procedures and processes purchase orders. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

- Reconciles, balances, and calculates revenues, expenditures and all general ledger accounts for the City at the request of the Comptroller;
- Prepares, enters and processes year end journal entries including accruals and deferrals following yearly account reconciliation, and assists as needed in the preparation of year-end financial statements;
- Assists Comptroller in preparing the annual operating budget by calculating salaries, reconciling estimated revenues and appropriations, and preparing schedules;
- Prepares monthly and yearend financial reports at the request of the Comptroller in accordance with laws and regulations;
- Works directly with the Director of Capital Projects and Grants to coordinate reporting, audit responses, and other grant-related activities;
- Provides direct assistance to the Director of Capital Projects and Grants with compliance of Federal, State and Local Government and private funder's statutes, rules, and regulations;
- Assists in processing award documents, reviewing claims and payment requests and submitting reimbursements for grant and capital related projects to granting agencies
- Participates in project monitoring meetings to review fiscal and performance activities and provides information to project managers and the Director of Capital Projects and Grants to adjust spending
- Reviews requisitions for compliance with NYS laws and local procurement policy and processes into purchase orders
- Maintains relationships with vendors to obtain information and cost on goods and services as requested by City departments
- Assists departments with advertising and recording bids in accordance with State law and local policy for any purchases requested
- Makes recommendations to departments on the most cost effective options available
- Uses applicable software to make financial inquiries, maintain records and complete financial analysis.

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

- Thorough knowledge of the principles, practices and modern methods used in public fiscal administration, including accounting, internal auditing and fiscal management;
- Ability to research and follow State, federal and local laws and regulations which govern the practices and methods of public finance, budgeting, purchasing/procurement, grant and capital project administration;
- Good knowledge of the organization and function of municipal government;
- Familiarity with government reporting
- Demonstrated ability to manage multiple projects concurrently under deadlines and changing priorities
- Possess excellent organizational and computer skills
- Ability to establish and maintain effective working relationships with various City personnel;
- Ability to analyze and organize complex data and prepare records and reports;
- Ability to work autonomously and within a team
- Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in accounting, business administration or public administration and two (2) years of accounting or auditing experience involving the maintenance or auditing of double entry books of a business, including the general ledger, or in the maintenance of governmental agency books involving appropriation accounting and the preparation of budget and financial reports.