

## **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 ensuring 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 and delegation is exercised over subordinate staff in the Finance Department. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Provides oversight over all finance related items, accounting systems, and accounting functions;

Implements and maintains adequate internal controls;

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

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

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 accounting and payroll activities;

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

Maintains the electronic general ledger system ensuring all funds are maintained separately as required for record keeping or legal purposes and provides oversight of entry into the system by subordinate staff;

Conducts the sale of bonds and notes;

Advises the City Manager on the best form and level of financing for capital projects;

Keeps a record of all bonded indebtedness and other loans;

Reviews and approves any changes to personnel including but not limited to pay rates, address, and civil service positions

Assures payroll records and reports are maintained and filed;

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;

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

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

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

Good knowledge of financial administration including budgeting and reporting;

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

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 research topics in the field of public finance;

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

Ability to plan and direct the work of others;

Ability to learn and fully utilize information technology assets as they relates to the position;

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.

Revised CSC mtg 2/12/18

Classification: Exempt

Jurisdiction: City of Auburn