

TOWN OF CHEEKTOWAGA

Town Comptroller

SALARY NEGOTIABLE

DISTINGUISHING FEATURES OF THE CLASS

The work involves performing responsible administrative work in planning, organizing, coordinating and directing the financial activities of the Town. The Comptroller plans and maintains a central accounting system for the Town including pre-audit and other financial controls. The incumbent advises department heads and the Town Supervisor in the review of estimates and the preparation of the budget. He or she provides the Supervisor with timely and informative financial reports and statements. The work of the Town Comptroller is reviewed through conferences with the Supervisor and by independent post audits. Does related work as required.

TYPICAL WORK ACTIVITIES

Directs the maintenance of a central accounting system for the Town government and its agencies;

Provides the basic documents to implement the disbursement of all town funds in accordance with officially established procedures;

Maintains a system of encumbrance accounting to insure that expenditures do not exceed budgetary appropriations;

Prepares financial statements, cost reports, and statements of receipts and expenditures at regular intervals for use by the Supervisor and other operating officials;

Directs the approval, audit and certification of all claims against the Town for payrolls, goods and services;

Compiles statements of current operating and capital outlay expenditures for use by the Supervisor in preparing budget estimates;

Advises department heads of preparation of budgetary estimates.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of general laws and administrative policies governing municipal financial practices and procedures; thorough knowledge of efficient office practices and of standard office and accounting equipment; ability to formulate and install standard accounting methods, procedures, forms and records; ability to evaluate work performed by subordinates; ability to prepare informative financial reports; ability to plan, organize and direct the work of subordinate employees in the specialized fields of accounting; ability to establish and maintain good working relationships with other department heads and governmental officials. Sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

- a. Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's degree in business administration or related field and two years responsible administrative experience directing the financial activities of a business or municipality; OR
- b. Graduation from high school or possession of a high school equivalency diploma and six years of responsible administrative experience directing the financial activities of a business or municipality; OR
- c. An equivalent combination of training and experience as defined by the limits of (a) and (b).

NOTE: Verifiable part-time and/or volunteer experience will be pre-rated toward meeting full-time experience requirements.