

TOWN COMPTROLLER

GENERAL STATEMENT OF DUTIES: Has responsible charge of all general books of fiscal and budgetary control for the town; does related work as required, as set forth in Town Law, Section 34, 1 and 2.

DISTINGUISHING FEATURES OF THE CLASS: This is important accounting work involving responsibility for reviewing all accounts of the town and maintaining the budgets of all departments and offices in accordance with a prescribed procedure. General control and management of accounts and finances is exercised by the Town Board. However, considerable discretion is permitted the Comptroller in prescribing the methods of keeping records and accounts to be maintained and operated by all departments and offices of the town. Supervision may be exercised over the work of account-keeping and clerical subordinates.

EXAMPLES OF WORK: (Illustrative only)

- Maintains all the general books of fiscal and budgetary control of all departments and offices of the town;
- Maintains the accounting procedures of the town in accordance with a uniform system of accounts;
- Exercises accounting control over expenditures of every department, bureau, and office of the town;
- Submits periodic statements of revenues and expenses to the Town Board showing exact progress being made under the budget and the financial condition of the town;
- Prepares and submits an annual report to State Comptroller;
- Assists in preparation of the annual budget;
- Prepares all town payrolls.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of modern principles and practices of governmental accounting and auditing; good knowledge of organization and functions of town government; ability to plan and supervise accounting activities on a large scale; ability to prepare clear and concise financial statements; ability to type well; initiative and resourcefulness in the solution of complex accounting and auditing problems; good judgement; integrity; good address; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: Graduation from a senior high school and general business, accounting and payroll experience with typing ability.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 2/11/74