

ASSISTANT CITY COMPTROLLER

GENERAL STATEMENT OF DUTIES: Under the general supervision of the City Comptroller assists in the direction of fund accounting, receipt, and disbursement functions of the City of Rye Finance Department; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the City Comptroller the employee in this class is responsible for the accounting, collection, custody and disbursement of the City of Rye funds. Supervision is exercised over a small number of accounting and clerical employees.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the administration of the City's financial affairs, including the receiving, disbursement, recording and accounting of revenues due the City;

Directs the audit and payment of all claims against the City;

Directs the maintenance of accounts for each budget appropriations item;

Supervises the billing and collecting of City, school and other taxes;

Supervises the eligibility certification for Blue Cross, Blue Shield and Major Medical;

Supervises the proving of separate funds, such as street opening deposits, donations, bid deposits, etc.;

Advises other departments on proper accounting procedures.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of municipal accounting and auditing practices; good knowledge and understanding of public administration; ability to write clearly; ability to organize and direct; honesty; integrity; tact; ability to supervise the work of others; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of high school equivalency diploma and either (a) graduation from a recognized college with a Bachelor's Degree in Accounting, Business or Public Administration, or allied field plus two years of accounting experience; or (b) graduation from a Master's Program in any of the fields listed under (a) plus (1) year of accounting experience; or (c) a satisfactory equivalent combination of the foregoing training and experience.