

## ASSISTANT COMPTROLLER

GENERAL STATEMENT OF DUTIES: Assists in the accounting, auditing and disbursement of the Town's funds; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Town Comptroller, the incumbent of this position assists in the accounting, auditing and disbursement of the Town's funds and in the direction of procedures and methods utilized in these functions. Unlike the Deputy Town Comptroller, the Assistant Comptroller does not act for Town Comptroller in his/her absence. The Assistant Comptroller may supervise a staff of accounting and/or clerical employees.

### EXAMPLES OF WORK: (Illustrative Only)

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

Assists in the direction of the audit, verification and payment of all claims against the Town;

Directs the maintenance of accounts for each budget appropriate item;

Assists in the preparation of the annual budget;

Supervises the proving of separate funds and accounts, such as street opening deposits, donations, bid deposits, trust and agency, water districts, sewer districts, etc.;

Advises other departments on proper accounting procedures;

Supervises a staff of clerical and/or accounting employees

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of municipal accounting and auditing practices; knowledge and understanding of public administration; ability to prepare and maintain accounting records and reports; ability to present ideas effectively either orally or in writing; ability to supervise the work of others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; honesty; integrity; tact; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a 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 (2) years of accounting experience; or (b) graduation from a Master's Program in any of the fields listed under (a) plus one (1) year of accounting experience; or (c) a satisfactory equivalent combination of the foregoing training and experience.