

(CITY) COMPTROLLER

GENERAL STATEMENT OF DUTIES: Has responsibility for the fiscal management of City finances; acts as the receiver of taxes and assessments; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An incumbent of this position plans and directs the fiscal affairs of the city according to law and the ordinances of the Common Council; receives and has custody of all city monies; acts as receiver of all taxes and assessments, and collects and receives all monies due the city. This responsibility includes the prescription and application of procedures in the auditing of financial accounts, examination of claims and receipts, and the authorization of payment of claims. The incumbent is responsible for employing independent judgement and initiative with respect to the preparation and furnishing of information and recommendations covering all accounting, audit and fiscal affairs to the Mayor and Common Council. Supervision is exercised over professional, clerical and seasonal employees involved in the financial recordkeeping and receipt/disbursement functions of the city.

EXAMPLES OF WORK: (Illustrative Only)

Maintains accounting of all receipts and disbursements, audits claims, and signs checks;

Computes City, State, County and special district tax rates;

Plans short and long-term financing of capital projects, consults with bank officials and bonding attorneys, and negotiates sale of bonds, etc.;

Recommends the temporary investment of funds in excess of current requirements;

Confers and consults with City officials on fiscal policies of the City;

Attends, as required, meetings of the Common Council and executive meetings to furnish information relative to the Comptroller's Office;

Undertakes special financial studies for the Common Council, makes short and long-term financial projections based on such studies, and determines the impact on the City's tax structure;

Chairs Comptroller's meetings on the preliminary budget with representatives of civic groups, and gives talks on City fiscal matters;

Discusses with the Auditor of the State Department of Audit and Control findings relating to records, statements, and annual reports submitted to the State Comptroller, and answers any questions resulting from the audit;

Interprets statistical and financial statements, and renders reports and opinions for the Common Council;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Oversees the collection of all state, county, city, school and special district taxes and assessments levied or assessed on any taxable property within the city;

Supervises the maintenance of tax rolls and related records, and the preparation of periodic and special tax reports, lists and other information;

Supervises the periodic tax billing and the follow up of delinquent payments;

Attends conferences as representative of the city to discuss municipal financial problems.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of laws and ordinances governing the fiscal operations of the city; thorough knowledge of financial and accounting practices and methods involved in the receipt, investment, and disbursement of municipal funds; knowledge of the principles and practices of public personnel administration; ability to plan and execute the financing of major projects; ability to prepare accurate and complete reports of fiscal activity and status; ability to present ideas effectively, orally and in writing; ability to establish and maintain effective relationships with city officials, administrators, other employees and the general public; ability to supervise a staff of administrative, accounting and clerical employees; a high degree of integrity; good judgement; physical condition commensurate with the duties of the position.

DESIRABLE ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from a recognized college or university with a Bachelor's Degree in accounting, finance or closely allied field and six (6) years of professional accounting and auditing experience, two of which must have been in a supervisory or administrative capacity; or (b) Master's Degree in one of the above-mentioned fields and five years of the specified experience, including the two years in a supervisory or administrative capacity; or (c) a satisfactory equivalent combination of the foregoing training and experience.