

# **DEPUTY TOWN COMPTROLLER**

**Department: Comptroller**  
**Classification: Exempt**  
**Specification Number: 1510**  
**Approved: 3/2/22**  
**Revised: By JG**

## **MINIMUM QUALIFICATIONS**

This title is in the Exempt class. Therefore, there are no minimum qualifications for this title.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class assists the Town Comptroller in the overall administration of the department. The employee shall have full authority to act for and in place of the Comptroller and is responsible for personally handling matters of a confidential nature. Work is performed under general direction and reviewed by the Comptroller through conferences and written reports. Does related work as required.

## **TYPICAL WORK ACTIVITIES**

- Acts for and in place of the Town Comptroller;
- Represents the Comptroller at meetings and conferences;
- Makes studies and prepares confidential reports on matters of policy affecting the department;
- Assists the Town Comptroller in the preparation of the annual budget and annual report, sets up and maintains budgetary controls;
- Supervises and participates in the accounting functions of the Comptroller's office;
- Assists the Comptroller in developing policies and procedures and directs and supervises subordinates in carrying them out;
- Directs the preparation and maintenance of personnel and payroll reports.
- Interviews and hires personnel;

## **KNOWLEDGE, SKILLS, ABILITIES and PERSONAL CHARACTERISTICS**

Some knowledge of accounting and auditing principles and their applications; some knowledge of the principles of office management and supervision and the ability to apply that knowledge; some knowledge of modern office appliances, practices and procedures; ability to plan, assign and supervise the work of a financial staff in a manner conducive to full performance and high morale; ability to develop effective office procedures and training programs; ability to acquire knowledge of the legal, procedural and administrative regulations applicable to the department; ability to promote and maintain effective interdepartmental and public relations; good judgment; ability to prepare operating and statistical reports; ability to express oneself clearly and concisely, orally and in writing; physical condition commensurate with the demands of the position.