

TOWN COMPTROLLER

Department: Comptroller
Classification: Exempt
Specification Number: 1500
Approved: 3/2/22
Revised: By JG

MINIMUM QUALIFICATIONS

This position is in the Exempt Class, therefore there are no minimum qualifications for this title.

DISTINGUISHING FEATURES OF THE CLASS

Under the general direction of the Town Supervisor, the Town Comptroller is responsible for all the fiscal affairs of the efficient operation of the Comptroller's Department. The work involves establishing and maintaining records of and controls on all monies received by the Town, all accounts maintained by the Town and all claims against the Town. Does related work as required.

TYPICAL WORK ACTIVITIES

- Administers all fiscal affairs of the Town;
- Maintains bank accounts and financial records of the Town;
- Processes payment of all claim vouchers against the Town and determines upon which account the claims are correctly made;
- Establishes and maintains internal controls upon the Town's fiscal affairs;
- Accounts for all Town monies received, and may invest in order to gain interest;
- Allots any monies received by the Town to the correct account;
- Audits the accounts of Town Officials;
- Maintains correct insurance coverage of all Town properties, equipment and personnel;
- Handles all municipal bonding for the Town.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of the laws and codes pertaining to administration of the Town's financial affairs; good knowledge of the principles, practices and procedures of accounting, auditing and fiscal management; ability to administer the operation of a municipal department in an efficient manner; ability to promote and maintain effective departmental and public relations; ability to express oneself clearly and concisely, both orally and in writing; good judgement; physical condition commensurate with the demands of the position.