



City Comptroller

Job Specification
Classification: Exempt
Series: Accounting
Level: 3 of 3

DISTINGUISHING FEATURES OF THE CLASS: This is the senior level of the Accounting series and is responsible for the management of the accounting function for City. Responsibilities include overseeing and directing the financial management of the City; preparing annual financial statements; interpreting and implementing accounting standards and practices; managing the budget preparation of the City; analyzing the cash management and investment of the City monies; oversee the parking violation bureau; and staff management through project development and assignments. The incumbent does related work as required.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Supervises staff to include: prioritizing and assigning work; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.
- Provides oversight and directs the implementation of financial matters for city, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings; ensures compliance with Federal, State, and local laws, regulations, codes, and/or standards; coordinates activities between multiple service areas; prepares quarterly and annual financial statements.
- Directs and/or participates in the preparation and implementation of budget documents, grants, financial reports, automated billing systems, investments, financial systems, and/or other related items.
- Plans, structures, and oversees the debt management activities of the City.
- Serves as a liaison between City and external organizations; represents the City and department at a variety of meetings, public events, training sessions, on committees, and/or other related events.
- Analyzes and coordinates investment opportunities for City; determines amount and length of investment and appropriate collateral.
- Oversees and enforces property tax collection by preparing legal notices and documents, coordinating listings and publications, reviewing properties, managing and conducting public auctions, and responding to inquiries by citizens as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Managerial principles;
- Public administration principles and practices;
- Advanced principles of governmental finance and accounting;
- Financial administration principles, practices, and procedures;
- Auditing principles and techniques;
- Internal financial control practices;
- Generally Accepted Accounting Principles (GAAP);
- Applicable federal, state, and local laws, rules, and regulations;
- Automated financial management software packages.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: (continued)

Ability to:

- Monitor and evaluate employees;
- Prioritize and assign work;
- Use computers and related software applications;
- Interpret and apply applicable Federal, State, and/or Local laws, rules, and regulations;
- Evaluate financial systems and efficiently formulate and install accounting methods, procedures, forms, and records;
- Prepare involved financial statements, reports, and analyses;
- Develop and enforce finance and accounting procedures and principles;
- Analyze and interpret complex financial and accounting information;
- Interpret the financial impact of diverse and complex issues;
- Organize, evaluate, and present financial data;
- Communicate using interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

- (A) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with a Master's degree in Accounting, Business Administration or Public Administration with 18 credits in accounting and 6 years of accounting or financial management experience 2 of which shall have been in a supervisory position; or
- (B) Bachelor's degree in Accounting, Business Administration or Public Administration with 18 credits in accounting and 7 years of accounting or financial management experience 2 of which shall have been in a supervisory position.

SPECIAL NECESSARY REQUIREMENT:

None required.

Classification history:

Revised: April 2002; 3/20/2012