

TOWN COMPTROLLER-TOWN OF VAN BUREN

DISTINGUISHING FEATURES OF THE CLASS: The incumbent of this position is appointed by the Town Board and is responsible for the fiscal management of a Town's finances. 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. Town Comptroller is under the general supervision of the Town Supervisor and the Town Board and is subject to direct audit by the State Comptroller. Does related work as required.

EXAMPLES OF WORK: (Illustrative only)

ONGOING

Maintains a varied and complex set of accounting records, posts entries to these books from supporting documentation, and makes adjustments as needed;

Maintains accounting of all Town receipts and disbursements; Including credit card receipts;

Tracks all County, State and Federal grants under separate accounting schedules and rules, via individual spread sheets, tracking both direct and indirect (in-house-in-kind) expenses and reimbursement requests and payments.

Administration of Town funds/investments including moving funds to improve interest return;

Responsible for oversight and updating of the fixed asset system;

Advises other departments on proper accounting procedures.

MONTHLY or BI-MONTHLY

Audits claims/vouchers twice a month and allows/rejects claims for payment;

Performs wire transfers for accounts payable and payroll transactions;

Prepares budget transfers;

QUARTERLY

Prepares and submits quarterly payroll reports to NYS Retirement, Worker/s Comp carrier and IRS;

Prepares financial reports or statements as needed for other entities/levels of government that require reporting;

ANNUALLY

Prepares and executes the Town budget;

Performs annual audits of the Town Clerk's, Parks and Recreation, Codes, Supervisor and Town Justice accounts of town officers and employees who received or disbursed funds during the fiscal year;

Determines all special district annual rate charges and notifies County Real Property Department of annual taxation rates;

Preparation of the Annual State Comprehensive Financial Report;

Responsible for Debt Service, and update the information report annually;

Plans short and long-term financing of capital projects and consults with bank officials and bonding attorneys;

Undertakes special financial studies for the Town Board;

Confers and consults with Town officials on formulation of Town fiscal policies;

Makes short and long-term financial projections based on studies undertaken;

Interprets statistical and financial statements and renders reports and opinions of same to the Town Board;

Attendance at annual GFOA meetings for NYS Comptroller trainings and annual updates;

Prepares and distributes W-2s electronically filed with SSA

Prepares and distributes 1099's electronically filed with IRS

Backup to Town Clerk to process bi-weekly payroll;

Calculate and prepares shared services for Town Assessor and Veteran Services Coordinator and send to Town of Lysander for payment

REQUIRED KNOWLEDGE SKILLS ABILITIES AND ATTRIBUTES: Good knowledge of the law as it pertains to towns in the State of New York; good knowledge of financial and accounting practices and methods involved in the receipt, investment, and disbursement of municipal funds; ability to present ideas effectively, either orally or in writing; ability to supervise a staff of administrative, accounting and clerical employees; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; a high degree of integrity; good judgment; tact; courtesy; accuracy; dependability; physical condition commensurate with duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) Bachelor's Degree* in Accounting, Business Administration, Public Administration, or related field and four (4) years of accounting experience, one (1) year of which was in a supervisory capacity and final authority over accounting activities.

SUBSTITUTION: A Master's Degree* in Accounting, Business Administration, Public Administration, or related field may be substituted for one (1) year of work experience listed above. There is no substitution for the one (1) year of accounting experience in a supervisory capacity.