

## **DEPUTY COMPTROLLER**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for assisting the Comptroller in auditing and monitoring the financial records of the county or a local government. The incumbent schedules and oversees audits to ensure their timely and accurate completion, exercising independent judgment in issuing final audit reports with recommendations for improvements. The work is performed under the administrative direction of the Comptroller with wide leeway allowed for the exercise of independent judgment in planning and executing assignments. When employed by the county, direct supervision is exercised over Auditors and subordinate support staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Directs, coordinates and assists in planning and scheduling audits in accordance with Generally Accepted Government Auditing standards;

Conducts individual audit assignments according to established schedules and available resources;

Examines and audits bills, demands and charges against the county or local government;

Audits payrolls of all county departments or local government;

Develops and maintains a record keeping system showing all appropriations, funds and expenditures, together with the name of the claimant and amounts;

Prescribes approved methods and forms for financial accounting and record keeping for all county or local government officers;

Provides for a system of encumbrances and maintains records;

Assists in the development of cost accounting systems for various administrative units;

Audits outside contractors as may be required by the terms of Federal or State grants;

Audits financial records of grant recipients for which the county or local government is the prime sponsor;

Prepares and compiles data for financial and statistical reports;

Prepares reports of findings and makes recommendations for review and approval by the Comptroller;

Carries out the duties of the Comptroller during his/her absence.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles, practices and terminology of general and governmental accounting;

Thorough knowledge of financial administration including budgeting and reporting;

Good knowledge of office terminology, practices and procedures;

Good knowledge of business arithmetic and English;

Working knowledge of bond markets;

Ability to prepare and analyze complex financial and statistical

records, reports and financial statements;  
Ability to prepare and present complex oral and written reports clearly and concisely;  
Ability to plan and direct the work of others;  
Ability to operate a computer terminal;  
Ability to perform close, detail work involving considerable visual effort and strain;  
Good judgment.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in accounting, business or public administration, economics or a closely related field, including or supplemented by 18 semester credit hours in accounting, and four years of accounting or auditing experience involving the maintenance of auditing or double entry books of a business, including the general ledger, or in the maintenance of governmental agency books involving appropriation accounting and the preparation of budget and financial reports; OR
- B) Completion of a minimum of 60 semester credit hours at a regionally accredited or New York State registered college or university including or supplemented by 18 semester credit hours in accounting and six years of the experience described in A) above; OR
- C) Any equivalent combination of training and experience as defined by the limits of A) and B) above.