

## **CITY CONTROLLER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is professional administrative fiscal work with the responsibility of planning and directing the City's fiscal activities. The work involves serving as the City's Chief Fiscal Officer and the performing of all duties imposed by law as well as providing fiscal information to elected officials, City Manager and other departments as required. Administrative direction is received from the City Manager with considerable latitude for technical operations. Work is reviewed by reports, conferences, internal systems check and independent auditors. The City Controller performs related work as required.

### **TYPICAL WORK ACTIVITIES:**

Develops and recommends policies and objectives relating to financial services;  
Reviews the adherence to policies and objectives and insures correction of deviation from policy;  
Issues guidelines to the various departments;  
Monitors financial systems and reorganizes as needed;  
Supervises and monitors job development and training of personnel under the City Controller's Office;  
Assist in the preparation of the annual budget;  
Reviews and monitors departmental budgets and actual expenditures and investigates variances thereof;  
Monitors and reviews contract and lease administration;  
Supervises departmental purchasing and monitors public works contracting;  
Supervises the function of electronic data processing and the development of systems relative thereto;  
Supervises the auditing of all bills, accounts, and vouchers of the City;  
Supervises the preparation of all necessary and required reports and statements;  
Supervises the collection of taxes and other revenue and investment of City funds;  
Executes checks and warrants;  
Performs all other duties that the City Manager or the City Council may from time to time assign;  
Supervises all personnel under his control.

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

Thorough knowledge of the principles and practices of municipal accounting; thorough knowledge of the principles and practices of public finance and applicable state and local laws and regulations; ability to plan, assign and direct the work of a staff engaged in a variety of complex fiscal activities; ability to express ideas clearly and concisely, orally and in writing; ability to establish and maintain effective working relationships with other city officers, employees, representatives of other government agencies and the public; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

**EITHER**

(A) Graduation from a regionally accredited or New York State registered four-year college or university with major course work in business or public administration emphasizing accounting and considerable experience in governmental, preferably municipal accounting including supervisory experience;

**OR**

(B) An equivalent combination of education and experience as indicated in (A)