

**COUNTY OF ORANGE  
MUNICIPAL/SCHOOL  
JOB CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** Deputy Town Comptroller

**TITLE #:** 1217

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for assisting a Town Comptroller with the fiscal management of a municipality. Responsibilities include professional accounting work in the development, auditing and maintenance of accounting systems. Work is performed under the general supervision of the Town Comptroller with leeway for independent judgment. The Deputy acts for and in place of the Town Comptroller in his absence. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Assists in developing, auditing, and maintaining accounting procedures and internal controls;

Assists in the development of financial plans and fiscal policy for the municipality;

Assists in the development of plans for financing of capital projects and investment programs;

Prepares other financial and administrative reports as directed by the Town Comptroller;

Helps to maintain account books, audits payrolls, claims, receipts and disbursements;

Operates calculating, computing or other office machines including computer applications such as spreadsheets, word processing or other automated systems;

Assumes the duties and responsibilities in the absence of the Town Comptroller.

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

Good knowledge of budgetary and accounting practices; good knowledge of investment and disbursement of municipal funds; working knowledge of New York State Town Law; ability to maintain accounting systems; ability to use computer applications such as spreadsheets, database or word processing software; ability to make accurate computations; ability to establish good working relationships; integrity; 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 New York State Board of Regents to grant degrees with a Bachelor's Degree in Accounting, Business Administration, or a related field and two (2) years of accounting experience in business or a governmental agency; OR
- (B) Completion of sixty (60) credits at a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, fifteen (15) credits shall have been in Accounting, Business Administration or related field and four (4) years of experience as described in (A) above.

**JURISDICTIONAL CLASS:** Competitive

ADOPTED: 02/05/07 dmc