

Jurisdiction: Oneida County

Jurisdictional Class: UNCL

Revised: 4/26/96

## **COMPTROLLER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional position involving the maintenance of the basic revenue and expenditure accounts of the County. Responsibilities include planning and supervising the accounting and clerical functions of the Comptroller's Office. The work is performed on the basis of Federal, State and County Laws. General supervision is exercised over all functions of the office. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Supervises and trains subordinates engaged in budgetary and auditing activities;  
Supervises the keeping of expenditure and revenue accounts and takes monthly trial balances;

Prepares periodic and special financial reports;

Attends special committee meetings;

Certifies as to the availability of funds for awarding contracts and for other purposes;

Confers with County Executive on accounting and fiscal problems;

Oversees the setting up and maintaining of audits and control procedures;

Assists in preparing annual budget;

Assists in the preparation of claims for State aid.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Comprehensive knowledge of the principles, methods and practices of accounting; comprehensive knowledge of laws and regulations pertaining to County and State taxes; comprehensive know-ledge of the County's accounting system and procedures; ability to establish effective relationships with County officials and the general public; ability to prepare complete and accurate reports and statements of a complex nature.

**MINIMUM QUALIFICATIONS:** N/A--elected position.