

Civil Division: Oneida County Government  
Jurisdictional Class: Exempt  
EEO Category: Officials/Administrators  
Revised: 01/08/07

## **DEPUTY COMPTROLLER/ADMINISTRATION**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this class is responsible for the day-to-day administrative functions necessary to manage the Accounts Payable Department of Audit and Control. The work is performed under general supervision of the Comptroller, with wide leeway allowed for the exercise of independent judgment in carrying out the details of the work. Direct supervision is exercised over Department staff. The incumbent performs related work as required.

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

Develops departmental policy;  
Develops and implements policy for the County, in regard to accounting and financial procedures;  
Prepares managerial reports;  
Prepares and analyzes Department budget;  
Participates as a member of a management team with the County Comptroller and Deputy Comptroller;  
Serves as a member of the Contract Review Committee;  
Reviews County contracts;  
Reviews audited claims prior to actual expenditure of funds;  
Implements and coordinates special projects, as assigned by the County Comptroller;  
Maintains the Fixed Asset Perpetual Inventory;  
Does other work, as assigned by the County Comptroller.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of methods used in keeping fiscal accounts and records; thorough knowledge of business arithmetic; good knowledge of the application of computer software programs, such as, EXCEL, ACCESS, etc. to accepted accounting practices; good knowledge of office terminology and procedures; good knowledge of English; ability to understand and carry out complex oral and written directions, as well as, exercise independent judgment and decision-making; ability to supervise the work of others; ability to get along well with others; clerical aptitude; mental alertness; good judgment; accuracy; integrity.

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### MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a Master's Degree in accounting, economics, business administration or a closely related field **AND** one (1) year of experience in managing a department, agency or business; which shall have involved administrative duties, as well as, the accumulation and analysis of financial data; **OR**
- (B) Graduation from a regionally accredited college or university with a Bachelor's Degree as listed in (A) above **AND** two (2) years of experience, as described in (A) above.

Adopted: 05/30/95  
Revised: 10/15/97, 01/08/07