

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

DEPUTY COMPTROLLER

DISTINGUISHING FEATURES OF THE CLASS: This is a technical and professional accounting position in the Department of Audit and Control. The incumbent in this class is responsible for the generation and maintenance of the general ledger and all its peripheral reports. 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)

Supervises and trains subordinates engaged in budgetary and accounting activities;
Provides account information to departmental personnel;
Participates in the sale of bonds and short term debt;
Establishes operating procedures for audit and control;
Prepares claims for State aid;
Reviews budget transfers, and submits approved transfers for posting to ledger;
Prepares audit and control reports for County payroll;
Maintains statistical records and reports, as needed;
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 office terminology and procedures; good knowledge of the application of computer software programs, such as, EXCEL, ACCESS, etc. to accepted accounting practices; 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 governmental accounting experience; **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: 03/02/82
Revised: 05/30/95, 01/08/07