

COMPTROLLER

(City of Salamanca)

DISTINGUISHING FEATURES OF THE CLASS: This position is the chief fiscal officer of the City of Salamanca and has general direction and supervision over all financial aspects of the municipality. This position entails a high degree of expertise in the recording and maintenance of all fiscal records of the City. Independent judgment is exercised over all fiscal functions, including collection of all monies received, receipts of taxes, monies disbursed by the City, directing the recording, classification, and auditing of all accounts, and fiscal management of the City. All work is performed under general guidance of the Mayor and City Council, in accordance with all legal requirements and standard municipal accounting procedures as prescribed in the Uniform System of Accounts, and is subject to the direct audit by the State Comptroller. Direct supervision is exercised over account-keeping and clerical subordinates. A Comptroller (City of Salamanca) does related work as required.

TYPICAL WORK ACTIVITIES:

- Develops, maintains and enforces a uniform system of accounts, including forms, standards and procedures for all departments of City government;
- Receives and collects taxes, assessments, fees, and other sums due the City;
- Audits all bills, claims and demands against the City;
- Controls all expenditures to assure that budget appropriations are not exceeded, and maintains such books and records as may be required for the proper exercise of such budgetary control;
- Issues tax pending certificates and implements foreclosure processes according to City Charter;
- Provides oversight and administration of the Seneca Indian Lease, such as: preparation and certification of the roll, collection of lease rental payments, cancellation of lease rental payments, and other related accounting functions;
- Advises the Seneca Nation and City of Salamanca Joint Leasing Commission and Allegany River Development Commission as required relative to City fiscal matters;
- Compiles, analyzes, and disseminates information related to the short and long term implications of Native American tax immunity on the local tax levy;
- Oversees and manages the process for cancellation of tax bills upon immune status filing;
- Issues tax sale certificates and oversees annual sale of tax certificates;
- Provides oversight and management of the City's NYS 99-h special revenue plan, budget, and related transactions and documents;
- Compiles and completes the City's annual report (annual update document) and the City's multiyear financial plan as required by the NYS Office of the Comptroller;
- Participates and assists in the negotiations of labor and vendor contracts and inter-municipal agreements;
- Compiles budget documents, schedules and exhibits, and makes such budget estimates as otherwise required, and assists the Mayor in the preparation of the City Budget in accordance with City Charter;
- Acts in fiduciary capacity for City bonds, notes and invested funds;

- Plans short and long term financing of capital projects and consults with bank officials, bonding attorneys and fiscal advisors;
- Confers and consults with City officials on formulation of City fiscal policies;
- Coordinates and supervises the City's payroll, health insurance program, life insurance program and other employee benefit programs;
- Attends City Council meetings, and other meetings as required;
- Undertakes special financial analysis for the Mayor and/or City Council;
- Interacts with the Community and news media on matters related to finances of the City.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of all fiscal and accounting record maintenance; thorough knowledge of double entry accounting procedure including the use of all books of entry (Accounts Payable, Accounts Receivable, Cash Book, Ledgers and others); thorough knowledge of state and local laws including Section 99-h funds; the Seneca Indian Lease; thorough knowledge of state and local laws and ordinances regarding municipal auditing and fiscal functions; thorough knowledge of office terminology, procedures and equipment; good knowledge of labor negotiation practices; ability to prepare detailed financial statements and reports; ability to meet with and interact with the public; initiative and resourcefulness; sound judgment; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

A) Possession of a Master's Degree in Accounting, Business Administration, Public Administration or closely related field and two (2) years of progressively responsible experience in the supervision, maintenance, and/or auditing of municipal or not-for-profit financial records;

OR

B) Possession of a Bachelor's Degree in Accounting, Business Administration, Public Administration or closely related field and four (4) years of progressively responsible experience in the supervision, maintenance, and/or auditing of municipal or not-for-profit financial records;

OR

C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 8/16/12
Revised: 10/27/22