Town of Mamaroneck New York

Deputy Town Comptroller

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Town Comptroller, the incumbent of this position is responsible for employing independent judgement and initiative in the compilation of budget and financial information, and the preparation of such information for public reports. The Deputy Town Comptroller assists the Town Comptroller in the accounting, custody and disbursement of the municipality's funds and acts for and on his/her behalf. The duties of this class may include internal audit work and the supervision and improvement of accounting systems and procedures under the supervision of the Comptroller, who provides guidance and advice on major questions, and gives final approval to all important decisions. Supervision may be exercised over a staff of accounting and/or clerical employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises the maintenance of the budget appropriation ledger for all departments by securing and entering thereon the actual expenditures for all appropriations paid during the current and previous year;

Reviews all departmental budget requests for proper justification;

Assists the Comptroller with the preparation of various exhibits and schedules in the Budget Documents, Proposed Budget and Annual Report;

Prepares other financial and administrative reports as directed by the Comptroller;
Supervises the preparation and pre-audit of all payrolls;

Conducts special studies and analyses as directed by the Comptroller, such as methods and procedures, and the utilization of personnel, equipment and space in the operation of the Comptroller's Office;

Assists in the direction of the audit and payment of all claims against the Town;

Assists in the preparation of the annual budget;

Plans, directs and supervises the day-to-day operations of the Comptroller's Office;

Assumes the duties and responsibilities of the Comptroller, acting for and on the behalf of the Comptroller in his/her absence;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in the performance of work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of municipal accounting and auditing methods and procedures; good knowledge and understanding of public administration; some knowledge of the law as it pertains to towns in the State of New York; ability to organize and direct the work of others; ability to present ideas effectively either orally or in writing; ability to supervise the work of others; a high degree of integrity; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; good judgment; initiative; tact; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Bachelor's Degree* in Accounting, Business Administration, Public Administration, or closely related field and three (3) years of accounting** experience, one of which must have been in a supervisory or administrative capacity.

SUBSTITUTION: A Master's Degree* in Accounting, Business Administration, Public Administration or closely related field may be substituted for one (1) year of the above stated work experience. There is no substitution for the one year of accounting** experience in a supervisory or administrative capacity.

Compensation and Benefits: The compensation range for the position is $130,000.00 - $140,000.00 depending on qualifications and experience. The benefits package includes medical, dental and vision coverage for individual or family, paid vacation, sick leave, and paid holidays. The Town participates in the New York State Deferred Compensation Plan and the New York State & Local Retirement System. Additional information about the retirement system can be found at www.osc.state.ny.us/retirement.

Appointment Type: Candidates who are permanent-competitive in the title of Deputy Town Comptroller may transfer to the Town of Mamaroneck upon Westchester County HR approval. Candidates who are not currently permanent-competitive would be appointed provisionally and are required to sit for the civil service exam for this title when it is next held. In order to be considered for a probationary appointment, you must attain a passing score for the exam, and be among the top three highest scoring candidates willing to accept the position.

Please fax, mail or email your cover letter and resume by **November 25, 2026** to:

Margaret Delohery
mdelohery@townofmamaroneckny.gov
Secretary to the Town Administrator
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