

Position Overview – Deputy City Comptroller
\$114,930 - \$151,000

GENERAL SUMMARY

The purpose of this job is to oversee and guide the day to day operations of The Office of The City Comptroller. Manages accounting programs/systems, supervises professional and clerical support staff, prepares/approves financial reports and journal entries, prepares annual financial reports of actuals and adjusted budgets for review by auditors, maintains and reviews accounting programs and systems, and assists in preparing annual budgets. Manages and coordinates independent audit deliverables for the City.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Supervises the work of assigned Accounting, Internal Audit, Payroll and Accounts Payable personnel; participates in hiring, training and disciplinary actions; delegates work assignments; conducts performance evaluations
- Prepares monthly financial reports and statements including journal entries for the city and other agencies; ensures that all data is received from departments; ensures and completes all relevant journal entries on money and voucher records, transfers and expenditures; prepares cash basis monthly and operations accounting financial reports for the general fund, all other funds
- Coordinates the annual audit; consolidates and files final fund reporting
- Supervises and works with Financial system administrators for daily and monthly operation of the financial systems along with year-end planning, coordinating and systems processing
- Manages the chart of accounts structure for the City
- Reviews and approves documents processed in the financial system; approves journal entries, interfaces and accounts payable payments
- Manages implementation activities for the financial system; assumes responsibility for navigation training, user acceptance testing and functionality of reports
- Acts as back-up for the Comptroller at Fiscal Committee meetings
- Oversees the preparation and monitoring of the department budget; prepares annual financial reports from adjusted budgets for review by auditors; adjusts the adopted budget for all accruals including payables, receivables and depreciation
- Manages accounting, payroll, accounts payable and internal audit sections of the department
- Performs related work as required

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

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Required Education and Experience

- Bachelor's degree in accounting or business administration

--AND--

- At least six (6) years of professional accounting experience, including supervisory experience.

--OR--

- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities.

Required Licenses or Certifications

- Registration as a Certified Public Accountant, Certified Managerial Accountant or Certified Public Finance Officer is desirable. Certified Internal Auditor (CIA) is desirable. Other Necessary Qualifications

Knowledge of:

- Generally accepted accounting principles
- Governmental accounting, auditing and financial reporting
- Financial analysis and reporting
- Principles and practices of employee supervision
- Spreadsheet and database applications and financial systems
- State of Michigan chart of accounts
- Principles, theory, methods, and practices of basic accounting – GAAP (Generally Accepted Accounting Principles)
- Modern office procedures, methods and computer equipment

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios
- Assigning, prioritizing, monitoring, and reviewing work assignments

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Ability to:

- Translate the City departmental reporting and tracking needs into the appropriate chart of account structure in the financial system
- Prepare and monitor department budget
- Maintain records and prepare reports
- Work independently and exercise judgement
- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries