



City of South Bend

Vacancy Announcement

Post Date: Thursday, December 7, 2017

Closing Date: Until filled

DEPUTY CITY CONTROLLER

Category: Full Time
Department: Administration & Finance
Reports To: City Controller
Schedule: Monday-Friday, 8:00 am-5:00 pm. Schedule may vary based on operational needs.
Pay Rate: \$75,000-\$97,000/yr. (Exempt)
Position: SUMMARY

The Deputy City Controller will assist the City Controller in performing financial management services including controlling operations, treasury operations, financial planning and budgeting operations, general accounting operations, payroll operations, purchasing and central services operations, maintaining fiscal records, statutory compliance in accordance with State of Indiana Statutes and City of South Bend Municipal Code.

SUPERVISION EXERCISED

Supervision of staff, and any and all other matters of financial control as defined by the City Controller.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Responsible to affect all internal and external financial reporting responsibilities of the City of South Bend.
- Responsible to affect a culture of continuous improvement in financial and business processes within all city operations.
- Preparation of annual Comprehensive Annual Financial Report (CAFR), Gateway Annual Financial Report, and other reports.
- Responsible to provide financial controlling guidance and management to fiscal officer positions, Department Heads and Division Heads in all city departments and operations.
- Responsible to provide financial management, controlling guidance and supervisory authority to all financial employees in the Administration & Finance operation of City operations.
- Responsible to perform required operations to affect proper internal controls.
- Responsible to perform required operations in accordance with defined policies and procedures of the City of South Bend.
- Responsible to affect all internal and external requirements as defined by State of Indiana Statute, City Ordinance, Municipal Code and Laws concerning all financial matters of the City of South Bend, concerning revenue and expenditure authorization and control, reporting and budgeting.
- Responsible to assist the Controller in all statutory matters concerning annual audits, annual budgeting, annual reporting to all internal and external stakeholders.
- Specific duties and responsibilities will be defined as required by the Controller to affect proper financial controlling management and internal controls of City matters.
- Duties and responsibilities will include, but are not limited to:
 - Treasury and banking relationship matters,
 - General accounting matters,
 - Payroll matters,
 - Accounts payable matters,
 - Tax related compliance matters,

- Internal and external audit matters,
- Internal and external reporting matters,
- Budgeting matters,
- Long range financial planning matters,
- Expenditure authorization matters,
- Revenue receipt matters,
- Internal control matters,
- Periodic monthly and year end closing matters,
- Fixed asset accounting and reporting matters,
- Financial analysis,
- Business process matters,
- Internal financial, business process and internal control audits,
- Special projects,
- Financial policies and procedures,
- Supervision of staff, and any and all other matters of financial control as defined by the Controller.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs other duties and assume other responsibilities as apparent or as delegated

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- Position requires a Bachelor's Degree in business administration, accounting or finance from an accredited four year university educational program institution. Master's Degree in a related field or proven private or public sector experience.
- At least five years of demonstrated successful experience in a governmental entity or private sector enterprise is required.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- Thorough knowledge of accounting principles and practices, including knowledge of GASB standards and GFOA best practices
- Ability to supervise staff on and off site
- Ability to initiate sound fiscal operation
- Ability to assist with the formulation of department goals and objectives, prepare policy recommendations, and assist with the setting of departmental priorities
- Ability to perform various quantitative analyses in the areas of policy analysis, program evaluation, financial analyses, financial forecasting, and cost analysis
- Ability to utilize intermediate computer spreadsheet capabilities and various other computer based instruments for analysis.

CERTIFICATES, LICENSES, REGISTRATIONS

- Certified Public Accountant or Certified Public Accountant candidate preferred

EQUIPMENT

Desktop and laptop computer, telephone, ten key calculator, and other general office equipment (including but not limited to printers, copy machine, scanners, etc.).

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed in an office setting with moderate inside temperatures. The noise level in the work environment is usually quiet to moderate in the office. Entire office is smoke free.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

TO APPLY

All applications for currently posted positions will be submitted online at www.southbendin.gov/jobs or at the application kiosk located at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

Pre-employment drug screen required

Comprehensive background check required