

City of Greenwood – Deputy Controller

Job Title:	Deputy Controller	Job Category:	Exempt
Department/Group:	Finance	Job Code:	
Location:	City Center 300 South Madison Avenue Greenwood, IN 46142	Travel Required:	Yes
Level/Salary Range:	Contingent on Experience	Position Type:	Full Time
HR Contact:	Director of Human Resources	Supervisor:	Controller
Fax or E-mail: (317) 887-5868 or HR@greenwood.in.gov	Mail: City of Greenwood Attention: Human Resources Department 300 S. Madison Avenue Greenwood, IN 46142		
Job Purpose:	Under the guidance of the City Controller, the Deputy Controller assists in preparing and reporting financial statements and City Budgets conforming to principles of accounting and regulatory requirements.		

Duties and Responsibilities:

- Compliance with the Code of Conduct and Ethics as outlined in the Employee Handbook.
- Assists the Controller in guiding financial decisions by establishing, monitoring, and enforcing policies and procedures.
- Prescribe the form of reports and accounts to be submitted to the department.
- Prepare City budgets and financial reports and oversees their evaluation.
- Manage operational data and maintain data accuracy and integrity.
- Conduct account reconciliations and analysis.
- Assist in monthly and yearly closing and assist in special projects
- Support the achievement of budget objectives by scheduling expenditures; analyzing variances; initiating corrective actions. Provides status of financial condition by collecting, interpreting, and reporting financial data as scheduled, subject to City ordinances of the legislative body.
- Prevent inaccuracies in financial statements by setting up internal control systems and adopting proper policies for financial reporting.
- Liaison with accounting software, system vendors, consultants and sale points.
- Pay into City treasury, once each week, all fees and other City money collected by the Finance Department specifying the source of each item.
- Assist with special projects including system implementation and upgrading.
- Draw warrants on the City treasury for miscellaneous City expenditures not made under the direction of a department and not specifically fixed by statute.
- Complete file maintenance and process Payroll in the absence of City Payroll Clerk.
- Complies with federal, state, and local legal requirements by studying existing and new legislation; anticipating future legislation; enforcing adherence to requirements; filing financial reports; advising Mayor on needed action.

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- Maintain financial staff by recruiting, selecting, orienting, and training Accounts Payable Clerk, Payroll Clerk and City Bookkeeper.
- Accountable for payment of City insurance premiums including Health, Workers Compensation, Property and Liability Insurance. Also accountable for payment of Health Insurance Claim.
- Perform other duties as assigned.

Job Requirements:

- **Education:** Bachelor of Science in Accounting, Finance, Tax or Audit.
- **Experience:** Thorough knowledge of acceptable and applicable accounting statutes, codes, principles and practices; thorough knowledge of government finance, policies and procedures including taxes, purchasing and budgeting.
- **Skills and Abilities:** Financial Software, Developing Standards, Audit, Accounting, City Government Finance, Tracking Budget Expenses and Financial Skills. Must be proficient in Microsoft Excel and have supervisory experience.
- **Physical:** Ability to travel and drive an automobile. Operating assigned computers and equipment. Sitting, walking and standing for extended periods of time and occasional lifting and carrying objects weighing up to 25lbs.

By signing, I acknowledge that I have read, understand and will comply with the duties and responsibilities for employment in this position.

The City of Greenwood is an “at will” employer and has the right to terminate the employment relationship at any time.

Employee Signature: _____

Date: _____

Approved By: