

JOB DESCRIPTION

Deputy Controller



Human Resources Department
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General Statement of Responsibilities

The Deputy Controller will work closely under the guidance of the City Controller to assist with daily operations, preparing and reporting financial statements and the City budgets.

Essential Job Functions

- Assist the City Controller with the finances and accounts of the City, providing financial decisions by establishing, monitoring, and enforcing policies and procedures.
- Manage day-to-day operations, including but not limited to supervision of department staff, training, meetings, and process improvement.
- Managing daily operations to ensure accounting functions and assist with monthly reports.
- Execute the production of periodic financial reports; ensure that the reported results comply with generally accepted accounting principles or international financial reporting standards.
- Support with providing financial analysis; recommending benchmarks that will be used to measure the City's performance.
- Act as liaison with other departments to provide financial information for the departments.
- Collaborate with producing the annual budget and forecasts.
- Works with external auditors and provides the necessary information for the annual audit.
- Ensures compliance with local, state, and federal government requirements.

Performance Standards:

Employees at all levels are expected to effectively work together to meet the needs of the organization and the community through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

Required Skills and Abilities:

- Judgment and Decision Making -Uses logic and reasoning to analyze, understand, and evaluate complex situations. Identifies the strengths and weaknesses of alternative approaches or solutions to a situation. Exercises appropriate judgment in establishing priorities.

- Interpersonal Relationships - Develops and maintains cooperative and professional relationships with employees at all levels, representatives from various departments, and outside agencies. Effectively responds to and resolves complex inquiries and disputes.
- Computer Skills - Utilization of modern office technology, including but not limited to word processing, spreadsheet, and related software with reasonable speed and accuracy, as it is related to the position.
- Communication - Excellent ability to listen and understand information presented verbally and in writing. Ability to handle a variety of issues with tact and diplomacy and in a confidential manner.
- Coordination of Work - Ability to plan and organize a daily work routine and establish priorities for the completion of work in accordance with sound time-management.

Physical Requirements and Work Environment

- Prolonged periods of sitting at a desk using a computer.
- Occasional need to travel between locations of city buildings and offices.
- Interaction with various departments, vendors, and external partners.

Education and Experience

- Bachelor's or Master's degree in Accounting, Finance, Business Administration or related field.
- Four years or more of related experience required.
- Certified Public Accountant or Certified Management Accountant designation preferred.
- Previous experience in government fund accounting preferred.
- Previous experience in Accounts Receivable and Payables or Financial Analyst preferred.

Additional Requirements

- Requires a background and criminal history check.
- Extended daily work hours will be required during budget season and end of year processing.

Benefits

- Full-time, civilian, exempt, \$82,223.00 - \$92,469.00 salary position.
- Medical, dental, vision, basic life insurance, and other voluntary policies.
- Paid holidays earned vacation and sick time.
- Indiana Public Retirement System (INPRS) and 427(b) retirement plan

Additional Requirements

Note: This job description provides a general overview of the responsibilities and qualifications for the Deputy Controller role within the Controller's Office. The specific duties may vary based on the municipality's needs, structure, and existing processes.

The City of Lawrence is an equal opportunity employer.

