



JOB POSTING January 28th, 2019

Position: Chief Deputy Controller

Dept: City Controller

FLSA: Exempt

Content Revision: 01/25/2019

Position Responsibilities (include but are not limited to the following):

- Performs the City Controller's duties in his/her absence
- Assists the City Controller in preparing the City's annual budget
- Assists the City Controller in investing the City's monies
- Prepares annual reports for the State Board of Accounts and the City Council
- Responsible for bank account reconciliations
- Assists departments with reconciling accounts
- Assists with bank transfers
- Trains new employees and ensures training material/documentation is kept current
- Responsible for filing and reconciliation of pension (INPRS) accounts after each payroll
- Assists with closing month-end and year-end reports
- Inputs journal entries into database as needed
- Analyzes data to ensure proper accounting procedures have been followed
- Investigates and reports to Controller any inconsistencies or improprieties
- Assists with managing general ledger accounts

Knowledge, Skills and Abilities Required:

- Customer Service oriented
- Exceptional ability to work well with and supervise others in a team environment
- Comprehensive understanding of accounting processes, procedures and internal controls
- Strong ability to prioritize assignments in a challenging fast paced environment
- Excellent organization skills and attention to detail
- Working ability to solve problems
- Extremely strong Microsoft Office and Excel skills
- Excellent written and oral communication skills
- Working ability to operate standard office equipment

Minimum Qualifications:

Education/Training: A Bachelor's degree in Accounting or Finance, CPA a plus
Thorough understanding of Generally Accepted Accounting Principles (GAAP)

Experience: Minimum 7 years accounting and supervisory experience

Working Conditions: Office setting.

Physical Requirements:

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job.

- Ability to sit for extended periods of time.
- Finger dexterity required to manipulate objects and use a keyboard.
- Ability to see within normal parameters.
- Ability to hear within normal range.
- Ability to extend hand(s) and arm(s).

How to Apply: Applications/Resumes and professional references will be accepted **online only** at terrehaute.in.gov. Applications may be submitted from a home personal computer or by utilizing resources available at your local County Library Branch or local Work One office.

Applicants must use Internet Explorer to access the city website to submit their applications. Technical issues with Google Chrome are preventing applications from processing correctly. These issues are being addressed.

Position will remain open until filled.