

JOB REQUIREMENTS

Baccalaureate preferred, with a minimum of an Associate's Degree in Accounting, Finance or related curriculum with commensurate experience. Experience may substitute for education requirements.

Thorough knowledge of and ability to apply Generally Accepted Accounting Principles and Government Accounting Standards Board pronouncements in a fund accounting environment.

Knowledge of municipal budget priorities and the budgeting process and ability to assist with preparing and implementing annual budget.

Working knowledge of computer systems and techniques and spreadsheet software, and ability to create concise and accurate reports.

Proficient with Microsoft Windows and Microsoft Office programs, especially Excel, Word, and Outlook.

Working knowledge of standard office procedures and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare and present financial information to department heads and City Council as required.

Ability to properly operate standard office equipment, including calculator/adding machine, telephone, copier, and fax machine.

Ability to effectively communicate orally and in writing with co-workers, other City departments, State Board of Accounts, Department of Local Government Finance, Wayne County administration, utility companies and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to effectively supervise department personnel, including administering personnel programs and procedures, updating supervisor and staff of organizational developments, periodically analyzing human resource needs and recommending increases/decreases in staff, interviewing candidates for job openings and making hiring recommendations, orienting new subordinates in the department, planning/delegating work assignments, establishing specific work goals and standards, providing training and instruction, reviewing position responsibilities and salaries on a regular basis, recommending promotions and/or demotions, maintaining discipline and recommending corrective actions as warranted.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to understand, memorize, retain, and carry out written or oral instructions.

Ability to compare or observe similarities and differences between data, people or things.

Ability to perform arithmetic calculations and maintain accurate and concise financial records.

Ability to analyze and present financial reports and to provide financial and administrative assistance to various committees.

Ability to work alone with minimum supervision and with others in a team environment, often under pressure of formal schedules and deadlines, and on several tasks at the same time.

Ability to apply knowledge of people and locations and plan/layout assigned work projects.

Ability to occasionally work extended, evening and/or weekend hours and occasionally travel out of town for training, sometimes overnight.

DIFFICULTY OF WORK

Incumbent performs duties, which are broad in scope and require consideration of a variety of significant, complex variables and their interrelationships. Work is performed according to numerous local, state, and federal requirements, with independent judgment necessary in selecting the most pertinent guidelines and in adapting standard practices to meet specific cases or situations.

RESPONSIBILITY

Incumbent performs a variety of functions and operates under goals and objectives as outlined by the Controller. Incumbent applies accepted accounting principles to ensure compliance with State Board of Accounts and various federal regulations. Incumbent assists in supervising and directing accounting operations and personnel, with work primarily reviewed for technical accuracy and compliance with applicable regulations and department policy. Unusual situations are generally discussed with superior at discretion of incumbent. Errors in judgment are not immediately apparent and may result in loss of revenue or assessment of penalties to the City.

PERSONAL WORK RELATIONSHIPS

Incumbent maintains frequent contact with co-workers, other City departments, State Board of Accounts, Department of Local Government Finance, Wayne County administration, utility companies and the public for purposes of exchanging information, supervising personnel, and providing instruction and technical assistance to other departments.

Incumbent reports directly to City Controller.

PHYSICAL EFFORT AND WORK ENVIRONMENT

Incumbent performs duties in a standard office environment, involving sitting for long periods, sitting/walking at will, lifting/carrying objects weighing less than 25 pounds, pushing/pulling objects, keyboarding, close vision, bending, reaching, crouching/kneeling, hearing sounds/communication, speaking clearly and handling/grasping/fingering objects. Incumbent occasionally works extended, evening and/or weekend hours and occasionally travels out of town for training, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Deputy Controller describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Do you need any accommodations to perform the essential functions of this position?

Yes _____ No _____ If yes, what are the accommodations? _____

Applicant/Employee signature

Date

Print or Type Name