

JOB DESCRIPTION

CITY OF MUNCIE

Position No.:

Last Review: 4/15/2003

Effective Date:

Last Revision: 4/15/2003

FLSA: Exempt Non-Exempt

Union Eligible: Yes No

Position Title: Deputy City Controller

Department(s): City Controller's Office

Reports to (Title): City Controller

PRIMARY JOB FUNCTIONS:

Incumbent serves as Deputy City Controller, assisting with administering department operations as prescribed by statute.

ESSENTIAL JOB FUNCTIONS:

1. Assists City Controller in preparing various financial documents, City Ordinances, insurance reports, income taxes, bank reconciliations, fiscal reports of cash balances and other supporting data as required.
2. Assists in directing and supervising the work of department staff, including assigning major tasks and continually evaluating employee performance.
3. Conducts various financial transactions with various banking institutions including receipt and deposit of funds, investment bonds and certificates, and City revolving loan payments.
4. Provides information on budget and consults with concerned parties including department heads, insurance agents, auditors, and financial agents.
5. Prepares monthly claims for FICA, unemployment compensation, and Workman's Compensation Insurance, and submits to appropriate person or agency.
6. Prepares and files pension forms and payroll tax reconciliation forms, quarterly.
7. Annually reconciles payroll and prepares and files W-2, W2P, 1099 forms, and other year end reports.
8. Oversees operation of Data Processing, telephone service, and payroll.

OTHER JOB FUNCTIONS:

1. Performs related duties as assigned.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

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.

PHYSICAL AND MENTAL REQUIREMENTS:

1. Thorough knowledge of and ability to use accepted and applicable accounting statutes, codes, principles, and practices. (M,P)
2. Thorough knowledge of local government personnel policies, purchasing, and taxing procedures. (M)
3. Working knowledge of department functions and standard office procedures, and ability to use modern office equipment, including computer terminal, typewriter, calculator, and copier. (M,P)
4. Ability to direct and supervise the work of department staff. (M,P)
5. Ability to perform arithmetic calculations and to maintain accurate and concise financial records. (M,P)
6. Knowledge of Basic English grammar, spelling, and punctuation. (M,P)
7. Ability to work under pressure of formal schedules and deadlines, and to deal with the public in a tactful and courteous manner. (M,P)
8. Must be bondable. (M,P)

9. Ability to deal tactfully and effectively with vendors, members of the general public, other governmental units, and department staff, both orally and in written form. (M)

EDUCATION AND EXPERIENCE:

Bachelors degree in accounting or related field is required.

The above description covers the most significant duties performed, but may exclude other occasional work assignments not mentioned.

Proposed By: _____
Immediate Supervisor

Approved By: _____