

**Position Description
City of Terre Haute**

Chief Deputy Controller

Department: Controllers

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Reports To: Controller

**Content Revision Date:
1/2/2020**

FLSA: Non-Exempt

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.
- Approves transfer requests.
- Prepares annual reports for the State Board of Accounts and the City Council.
- Reconciles all bank accounts.
- Assists departments with reconciling accounts.
- Assists with bank transfers.
- Issues and distributes monthly payroll payable checks.
- Issues copies of cancelled checks when needed.
- Reconciles PERF accounts on a quarterly basis.
- Reconciles all life insurance and deferred compensation accounts on a monthly basis.
- Issues a monthly check to City's 3rd party health administrator.
- Processes electronic payments.
- Processes quarterly 941 reports.
- Processes annual 945 reports.
- Assists with processing W-2s.
- Assists with closing year end reports.
- Inputs journal entries into database as needed.
- Inputs annual budget information into spreadsheets.
- Inputs transfers and appropriations.
- Assists with implementing general ledger accounts.

Knowledge, Skills, and Abilities Required:

- Working ability to prioritize assignments.
- Considerable ability to work well with others.
- Excellent organization skills.
- Working ability to solve problems.
- Working knowledge of Microsoft Office.
- Working ability to operate standard office equipment.
- Good written and oral communication skills.
- Detailed oriented.

Minimum Qualifications:

Education/Training: A Bachelor's degree in Accounting, Finance, or related Field required

Experience: 3 – 5 years of work experience (public accounting preferred).

Working Conditions: Office setting.

Physical Requirements:

- 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).