



City of Hamtramck

3401 Evaline Street Hamtramck, Michigan 48212

Telephone 313-800-5233

Deputy Controller

An Equal Opportunity Employer

The City of Hamtramck has an opening for a full-time Deputy Controller.

Job Description Summary:

Reporting to and under the direction of the City Controller, the Deputy Controller is responsible for managing and overseeing the general accounting functions, including, but not limited to accounts payable, accounts receivable, Project Accounting, Grant Accounting, and the general ledger. The successful candidate will manage the accounts payable/specialist within the finance department.

Essential Duties and Responsibilities:

- Assist the Controller in the following activities:
- Plans and directs the City's fiscal policies; analyzes operations to evaluate performance of the City and its staff in meeting objectives and to determine areas of potential cost reduction, program improvement, or policy change.
- Directs and coordinates the City's financial and budget activities to fund operations, maximize investments and increase efficiency.
- Supervises the preparation and issuance of the tax bills, and the collection of taxes. Oversees the disbursement of taxes to other local units of government. Supervises the collection of taxes, fees, and other receipts in accordance with laws and regulations.
- Oversee and manage the day-to-day accounting operations and maintenance of General Ledger and Accounting Books
- Manage project accounting Activities establishing and maintaining Project GL accounts
- Asses current practices and procedures, and make recommendations for improvements
- Prepare, review, and analyze financial statements to ensure accuracy and completeness
- Maintain fixed asset register and fixed asset accounting in the general ledger
- Prepare Bank Reconciliation monthly
- Accrual accounting, audit work papers and year end closing
- Carry out Grant Accounting, filing for reimbursements and Grant financial reporting.
- Work with external auditors to ensure correct and timely closing and reporting at year-end
- Oversee the vendor payments to ensure vendors are paid correctly and timely
- Carryout year end reporting to various governmental entities
- Track and reconcile project fees and expense budgets
- Communicates with department heads and management regarding department budgets
- Monitor and analyze accounting data and produce financial reports or statements
- Perform ad hoc analysis and projects as requested
- Help with quarterly and year-end financial audit activities and financial audit controls

- Any other assignment as directed by the Controller or City Manager

Skills and Abilities:

- Ability to effectively organize and prioritize work as well as concentrate on multiple tasks simultaneously
- Extensive knowledge of municipal finance, Accounting, GAAP & GASB
- Strong knowledge of basic accounting computer programs and related software as well as the ability to evaluate the effectiveness of such programs
- Excellent Knowledge and experience of Using Microsoft Office including power point, word and use of advance Excel Skills.
- Excellent interpersonal skills
- Ability to work independently and maintain ethical and professional relationships with outside agencies and auditors
- Experience in using BS&A
- Skill in general office management and practices, interpersonal communication, employee supervision, motivation, and the ability to direct the work of others
- Ability to establish and maintain professional relationships with department heads and city management.

Education and Experience:

- Bachelor's degree in accounting, finance; master's degree preferred
- Five or more years of progressively responsible experience in professional accounting or finance, preferably fund accounting in the public, and previous management/supervisory experience.

Salary range: \$85,000-\$105,000 annually DOQ.

Application Process:

Download application at:

<https://hamtramck.us/wp-content/uploads/2020/10/Hamtramck-Application-Final.pdf> .

Return completed application and resume by email to hr@hamtramckcity.com. This position will remain open until filled.

The City of Hamtramck is an equal opportunity employer and will not unlawfully discriminate based on race, color, sex, religion, national origin, age, height, marital or veteran status or the presence of medical conditions or disability. Michigan and Federal laws require employers to make accommodations to persons with a disability if the disability can be accommodated within certain guidelines, and the individual can perform the essential job duties with or without such accommodation. Persons with a disability may request an accommodation of their disability by notifying the City of Hamtramck City Manager's office in writing of the need for accommodation.