

Jurisdiction: City of Ithaca  
Jurisdictional Class: Exempt  
Adopted: 05/28/80  
Revised: 10/15/91, 05/19/97, 09/07/22

## **DEPUTY CONTROLLER**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves the responsibility for the development, maintenance and auditing of general accounting systems. The work is performed under the general supervision of the Controller, allowing considerable leeway for the exercise of independent judgment in supervisory and accounting matters. Supervision is exercised over subordinate employees in the Finance Department and involves responsibility for training employees in account keeping procedures. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Maintains the central books of accounts; audits and evaluates accounting procedures, operations and internal controls;  
Prepares and evaluates audit reports;  
Plans, develops and installs new accounting systems or modifies existing ones;  
Prepares accounting reports and statements;  
Assists in, develops or prepares annual budget;  
Supervises, directs and counsels subordinate employees;  
Acts as property manager for the City's fixed assets;  
May act for and in place of the Controller as assigned;  
Assumes full duties of the Controller in his or her absence.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Thorough knowledge of budgetary and accounting systems; ability to develop and maintain accounting and auditing systems; ability to plan, direct and supervise the work of others; ability to establish and maintain successful relationships with others; ability to get along with others; ability to successfully work with and serve a diverse local community; accuracy; honesty; dependability; tact and courtesy; integrity; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

- A. Possession of a Bachelor's Degree in Accounting, Business Administration, Public Administration or a closely related field and three years of satisfactory full-time paid accounting or auditing experience;  
or
- B. Possession of an Associate's Degree in Accounting, Business Administration, Public Administration or a closely related field and five years of satisfactory full-time paid accounting or auditing experience, two years of which must have been in a responsible supervisory capacity; or
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**Note:** College degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant's degree was awarded by an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.