



**Code: 9651**  
Service: Exempt  
Group: Non-Competitive  
Series: Exempt

## **CLASS TITLE: DEPUTY COMPTROLLER**

### **CHARACTERISTICS OF THE CLASS**

Under direction, manages and directs the activities of a division, or a comprehensive area of operations in the Comptroller's Office; and performs related duties as required

### **ESSENTIAL DUTIES**

- Plans and establishes division goals and objectives in compliance with department goals and mission statement
- Develops work standards and oversees the implementation of new or modified processes
- Plans and oversees the work of division managers responsible for supervising staff engaged in the verification, analysis, and management of accounts; conducts performance evaluations
- Develops and implements systems and procedures used to manage accounting records and audit financial transactions of city programs and delegate agencies
- Provides technical assistance to the Comptroller, departmental managers, and private consultants
- Evaluates and makes preliminary recommendations concerning the financial impact on proposed legislation relative to the City's financial policies
- Directs the compilation of comprehensive operations and administrative reports for the department
- Participates in the design and implementation of new computerized accounting systems to improve the effectiveness of financial reporting
- Informs the City Comptroller and departmental managers of the status of special fiscal projects
- Oversees the conduct of research to gather information on proposed initiatives and special projects
- Serves as liaison with governmental agencies, financial institutions, operating departments, and vendors concerning financial matters
- Directs the coordination and preparation of the division's annual budget
- Directs staff training and development activities

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

- This is an appointed position, exempt from the Shakman decree
- Successful candidates to possess the following:
- Graduation from an accredited college or university with a Bachelor's degree in Accounting, or a directly related field, PLUS at least five (5) years of managerial or project management experience, or an equivalent combination of training, education, and experience

#### **Licensure, Certification, or Other Qualifications**

- Certified Public Accountant (CPA) preferred

### **WORKING CONDITIONS**

- General office environment

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator, adding machine)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

**PHYSICAL REQUIREMENTS**

- No specific requirements

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

Positions assigned to executive leadership roles are expected to possess the following knowledge, skills, abilities, and attributes.

- Strong vision for the department that embodies the following core values, transparency, diversity, inclusion, equity, accountability, and transformation
- Ability to see the enterprise as a whole; recognizing how the various functions of the organization depend on one another, and how changes in any one part affect all the others; visualizing the relationship of the individual divisions and issues to the department, City and sister agencies, the community, and the political, and social ecosystem as a whole
- Professional and personal history reflecting the highest standards of integrity
- Ability to work well with all levels of staff and management
- Ability to establish and maintain effective working relationships with others
- Demonstrated commitment to holding supervisory personal accountable for the timely and effective execution of organizational policy by individuals under their command
- Working knowledge of human resources laws policies, methods, and procedures
- Commitment to and demonstrated experience expanding and maintaining a diverse and inclusive workforce that reflects the population it serves
- Outstanding skills in communicating and interacting with the media, community organizations, elected officials, and the general public
- Experience dealing with labor-management issues and the ability to work effectively with employee unions
- Strong administrative and managerial track record, including overseeing a sizeable staff and multi-million dollar organization in organizational planning and development, strategic and operational planning, budget management, process improvement, data-driven decision-making, and crisis management

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.