



City of Chicago | Mayor Lori E. Lightfoot



Position Description

The City of Chicago is an Equal Opportunity Employer

Deputy Comptroller

Grant and Project Accounting Division

Bureau of Accounting and Financial Reporting

Department of Finance

THE CITY OF CHICAGO

With a workforce of over 33,000 people and opportunities in more than 1,400 different job titles and categories, the City of Chicago is the third largest city in the United States. Chicago has one of the world's largest and most diverse and balanced economies (with no single industry employing more than 14% of the workforce). As an employer, the City of Chicago operates through the guiding principles of effective government, competitive delivery of high-quality services, and open government to the public. Through these principles, we strive to efficiently deliver services that address head-on the unique challenges facing our city, and to make Chicago the preferred employer of choice for its residents.

THE CITY OF CHICAGO LEADERSHIP

On May 20, 2019, Lori E. Lightfoot became the 56th Mayor of the City of Chicago. Her campaign's call for an ethical and responsive government and opportunities for all Chicagoans resonated in every ward of the city. Mayor Lightfoot carries the watchwords of her campaign into office:

Equity * Diversity & Inclusion * Transparency * Accountability * Transformation

The Mayor's Office is the central authority for providing the City of Chicago with good governance and equal opportunities for all its citizens.

THE OPPORTUNITY

As the principal revenue, payroll and benefits administrative agency for the City of Chicago, the **Department of Finance** (DOF) provides effective and efficient management of the City's financial resources. It is responsible for the collection and disbursement of City revenues and all funds required to be in the custody of the City Treasurer.

One of the cornerstones on which a city's health rests, and a city's future is built, is its finances. The DOF works to ensure a strong financial foundation for the City of Chicago and its residents. DOF's core mission includes collecting revenues, paying bills, administering payroll and benefits to City employees, risk management and preparing the City's financial statements, among other duties.

The City Comptroller is seeking a highly collaborative team player with a resilient work ethic and an accounting and business process background to serve as **Deputy Comptroller** in the Grant and Project Division. The primary function of the Grant and Project Accounting Division (GPAD) is to provide fiscal and technical services necessary to support Federal and State grant programs. The position reports to the Managing Deputy Comptroller in the Bureau of Accounting and Financial Reporting.

It is anticipated that the **Deputy Comptroller** will begin employment in the DOF this Spring.

KEY RESPONSIBILITIES

- Supervises a staff of 45, consisting mainly of accountants.
- Manages the Grant and Project Accounting Division (GPAD), which provides fiscal and technical services necessary to support Federal and State grant programs. The major tasks of this division include: financial reporting, accounting, auditing, monitoring and processing payments to delegate agencies and assisting City departments in the administration of their program services. The overall responsibilities of this division include:
 - Accounting Operations: The Accounting Sections are assigned responsibility for the general fiscal management of Federal and State funded grant programs.
 - Systems and Audit Schedule (SAS) unit: The SAS unit is a support unit responsible for providing technical assistance to the Accounting units. All required financial system setups are coordinated and established in the SAS unit. The unit was established in order to maintain appropriate segregation of accounting responsibilities to ensure a proper control environment.
 - Payments: GPAD (Voucher Audit Section) maintains control of payments to delegate agencies and vendors in compliance with Federal, State and City fiscal requirements.
 - Audits:
 - Timely completion of required Prepared by Client (PBC) audit schedules for the City's Single Audit and Annual Financial Audit (Comprehensive Annual Financial Report).
 - Procure or otherwise arrange for the audit in conformance with Audit Requirements for Federal Awards.
 - Prepare schedule of expenditures of federal awards and various financial reports as required by federal and state agencies.
 - Provide prompt follow up for corrective action on findings.
 - Provide the auditor with access to personnel, accounts, books, records supporting documentation, and other information as needed for the auditor to perform the audit.
 - Coordinate and prepare Special Revenue Funds (Federal, State, and Local) financial statements for the City's Comprehensive Annual Financial Report for compliance with generally accepted accounting principles.
 - Ensure compliance with Federal Guidance and GASB pronouncements.
- Develops and maintains a cohesive, talented, and motivated team in each of the divisions.

- Works cross-functionally with senior leadership team with domain expertise (such as IT, Mayor’s Office, Internal Audit, Human Resources, Procurement, Law) and with operational responsibility.
- Can learn and assist staff with using the following systems:
 - Financial Management and Purchasing System (FMPS) – General Ledger, Accounts Payable, Accounts Receivable, Purchasing, and Grants – used to record and post all financial transactions in the City’s official book of records.
 - iSupplier – allows City of Chicago vendors and subcontractors (delegate agencies) to transmit invoices electronically for payment.
 - eSmart – routes approved delegate agency agreements, amendments, and revisions to the City of Chicago’s public website for compliance with transparency rules.
 - Business Objects – reporting tool for generating fiscal reports used to comply with grantor requirements and for purposes of producing schedules for both the Federal Single Audit and the City of Chicago’s Annual Financial Statements.
 - GMU SharePoint – routing tool used to 1) electronically forward pre-award grant packages for review and approval, and 2) create segment setups prior to posting budgetary spending in the City’s Financial Management and Purchasing System.

SPECIFIC RESPONSIBILITIES

- Serves as a strategic planner and policy advisor to the Comptroller.
- Plans and directs major department-wide projects and administrative operations, establishes project objectives and timelines to ensure assignments are completed proficiently and expeditiously, and evaluates departmental operations and oversees the development and modification of work standards, policies and procedures to improve operations and address areas of deficiencies.
- Represents the Comptroller at meetings with City officials, governmental agencies and project consultants, and communicates project goals to managers, the general public and outside agencies.
- Oversees the conduct of research to gather information on proposed initiatives and special projects, analyzes research findings, and directs the preparation of reports and the presentation of recommendations to the Comptroller.
- Provides technical assistance and serves as liaison to departmental managers and private consultants involved in program planning and implementation, directs the compilation of comprehensive operations and administrative reports for the department, and coordinates and directs staff training and development activities.

POSITION REQUIREMENTS

Minimum Qualifications include:

- Graduation from an accredited college or university with a bachelor's degree in Accounting or a related field.
- Must be Certified Public Accountant (CPA)
- A minimum of ten years in private or public sector.
- A minimum of 5 years supervisory/managerial experience.

Preferred Qualifications include:

- Self-directed, solutions-oriented, multi-tasker; strong communication and organizational skills; ability to work under pressure and tight deadlines.
- Adept at managing peak work periods and changing circumstances; tenacious in meeting deadlines.
- Ability to work collaboratively across departments and be responsive to internal and external inquiries; technical knowledge pertaining to division operations.

SELECTION PROCESS

This is an appointed position, exempt from the Shakman decrees.

All employees of the City of Chicago must be actual residents of the City as outlined in 2-152-050 of the City of Chicago Municipal Code. Proof of residency will be required.

To apply, please submit a cover letter and resume to ramona.hallihan@cityofchicago.org no later than **April 22, 2021**.

If you would like to request a reasonable accommodation due to disability or pregnancy in order to participate in the application process, please contact the City of Chicago, Department of Human Resources, at (312) 744-4976 (voice) or (312) 744-5035 (TTY). Please be prepared to provide information in support of your reasonable accommodation request.

COMPENSATION AND BENEFITS

The selected candidate will receive a competitive annual salary commensurate to his/her experience and qualifications, as well as a program of benefits that allows employees to choose the benefits that meet their specific needs. The benefits package includes:

- Vacation Policy
 - Employees begin earning vacation time during their first month of work

- Employees earn 13 vacation days a year for first five years; 18 vacation days after 6 years; 23 vacation days after 14 years; 24 vacation days after 24 years and 25 vacation days after 25 years
 - Employees given one personal day a year
- Sick Time
 - Employees earn one day of sick time per month beginning the first day of the month following an individual's start date
- Paid Leave
 - A mother receives 4 weeks paid maternity leave for a non-surgical delivery and 6 weeks paid leave for a surgical delivery
 - A spouse or domestic partner of the birth mother receives 2 weeks paid parental leave
 - An employee, spouse, or domestic partner receive 2 weeks paid parental leave for the adoption of a child
- Paid Holidays
 - Employees are provided 12 paid holidays throughout the year
- Pension
 - City of Chicago offers its employees a Pension for retirement

**The City of Chicago is an Equal Employment Opportunity
and Military Friendly Employer**

City of Chicago
Lori Lightfoot, Mayor

Department of Human Resources
Christopher Owen, Acting Commissioner