



**Code: 0105**

Family: Accounting and Finance

Service: Administrative

Group: Clerical, Accounting, and General Office

Series: Accounting and Finance

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## **CLASS TITLE: ASSISTANT COMPTROLLER**

### **CHARACTERISTICS OF THE CLASS**

Under direction, manages and directs the activities of a major subdivision or financial program for the Comptroller's Office such as General Accounting, Cash Management, Enterprise Auditing and Accounting, and Risk Management, as well as performs related duties as required.

### **ESSENTIAL DUTIES**

- Coordinates and monitors the accounting, disbursement, auditing, risk, and administration of the City's financial operations,
- Plans and oversees the work of unit managers responsible for supervising staff engaged in the verification, analysis, and management of accounts,
- Establishes and implements systems and procedures used to manage accounting records and audit financial transactions of city programs and delegate agencies,
- Provides technical assistance and oversight to staff responsible for management of the City's debt portfolio and cash position,
- Provides technical assistance to managers in developing and modifying accounting and voucher processing procedures to improve the effectiveness of the City's cash management practices,
- Evaluates and makes preliminary recommendations concerning the financial impact on proposed legislation relative to the City's financial policies,
- 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,
- Serves as liaison with governmental agencies, financial institutions, operating departments and vendors concerning financial matters,
- Participates in the planning and preparation of the division's budget,
- Reviews and authorizes comprehensive financial reports,
- Develops work standards and conducts or coordinates training for subordinate staff,

**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**

#### **Education, Training, and Experience**

##### **Assistant Comptroller – Accounting and Auditing functions**

- Graduation from an accredited college or university with a bachelor's degree in Accounting or a directly related field with 15 semester hours in Accounting, plus five years of professional accounting or financial management experience of which three years are in a supervisory role related to the responsibilities of the position, or an equivalent combination of education, training and experience, provided that the minimum degree requirement is met.

##### **Assistant Comptroller - Risk**

- For the Risk Management related position, the 15 semester hours in accounting are not required. However, the bachelor's degree must be in a financial field.

**Licensure, Certification, or Other Qualifications**

- None

**WORKING CONDITIONS**

- General office environment

**EQUIPMENT**

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

**PHYSICAL REQUIREMENTS**

- No specific requirements

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

**Knowledge**

Comprehensive knowledge of:

- \*generally accepted accounting and auditing principles, methods, practices, and procedures
- \*financial analysis and management principles, methods, practices, and procedures
- \*the bond market and processes involved in the issuance of municipal bonds.
- \*management methods, practices and procedures

Moderate knowledge of:

- applicable federal, state, and local laws, regulations, and guidelines
- \*applicable mathematical principles and applications
- \*computer software packages (e.g., accounting software, data management software) and applications (e.g., Oracle)

Knowledge of applicable City and department ordinances, policies, procedures, rules, regulations, and ordinances

**Skills**

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making.
- \*ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times.
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- \*MONITORING - Monitor and assess performance of oneself, other individuals, or organizations to make improvements or take corrective action.
- \*COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions.
- MANAGEMENT OF FINANCIAL RESOURCES - Determine how money will be spent to get the work done and account for these expenditures.

- \*MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job.
- \*JUDGMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one.

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences.
- SPEAK - Communicate information and ideas in speaking so others will understand.
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing.
- WRITE - Communicate information and ideas in writing so others will understand.
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense.
- REASON MATHEMATICALLY - Choose the right mathematical methods or formulas to solve a problem.
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns.

**Other Work Requirements**

- PERSISTENCE - Persist in the face of obstacles on the job.
- INITIATIVE - Demonstrate willingness to take on job challenges.
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction.
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks.
- INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems.
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems.

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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.

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City of Chicago  
Department of Human Resources  
April, 2021