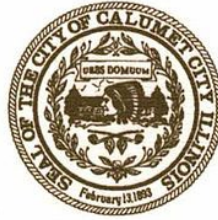


CALUMET CITY PERSONNEL & PURCHASING DEPARTMENT

Thaddeus M. Jones
Mayor, City of Calumet City



Deston Dorchack
Personnel Director

Deanne Jaffrey
Chief of Staff & City Administrator

OPEN POSITION COMPTROLLER

JOB SUMMARY

This position requires exceptional customer service skills, enthusiasm and a willingness to learn new and innovative systems and ideas. The ideal candidate will be responsible for reporting the financial status of Calumet City to Mayor Jones, Aldermen and board members. In addition, the candidate chosen for the position must be able to produce sales and analyze outlines, summarizing potential threats and problematic areas and opportunities for enhanced profitability as it relates to monthly and annual forecasts. In this position you must have the ability to communicate ideas and information accurately and clearly; understand how and when to apply general rules to problems to produce an outcome that works for current issues; actively listen and understand ideas conveyed through verbal and written communication; have the ability to recognize issues as they arise while creating real time solutions, have the ability to self-monitor, prepare individual assessments and/or revise outdated policies and procedures; understand accounting principles and systems banking, analysis and data reporting, management, business and strategic planning, allocation of resources as well as coordination of human resource modeling. Responsibilities include but are not limited to: analyzing financial data sets to improve budgeting and planning; directing financial operations, approving expenditures, supervising employees; establishing and maintaining interpersonal business relationships to create lasting associations; maintaining cash management systems that forecast cash funds and make recommendations for profitable use of excess cash; managing personnel to ensure proper use of accounting procedures, accurate record maintenance and supervising preparation of all information to minimize audits and/or costs review.

APPLICANT QUALIFICATIONS

- Must be able to work independently
- Be detailed oriented and professional through challenging working conditions.
- Must be honest and ethical in all business practices
- Must be able to operate in certain situations with an elevated level of confidentiality.
- High School Diploma required; Bachelor's Degree in accounting or related field preferred
- Must have U.S. citizenship

Anyone interested in the posting, please contact **Deston Dorchack** at ddorchack@calumetcity.org or **Deanne Jaffrey** at djaffrey@calumetcity.org.

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