



First Deputy
Position Description
Revised 8/1/25

Position: First Deputy
Department: Clerk-Treasurer's Office
Job Category: PAT (Professional, Administrative, Technological)
Status: Fulltime (Appointed)
Scheduling: 40 Hours Weekly
FLSA Status: Non-Covered, Eligible (Salary)
Date of Announcement:
Application Deadline: Until position is filled.

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Job Summary:

Performs difficult work serving the Clerk-Treasurer in maintaining all aspects of the City's financial records. Oversees financial processes for Civil City and works as budget liaison for Civil City departments and the Mayor. The following duties are normal for this position. They are not to be construed as exclusive or all-inclusive.

Essential Duties and Responsibilities:

The following duties are normal for this position but not all-inclusive.

- Supervises accounting/finance staff within the Clerk-Treasurer's office.
- Maintains City financial records in compliance with Indiana State Board of Accounts regulations.
- Oversees and support accounts payable, accounts receivable, payroll and claims processing.
- Issues timely and accurate financial statements and reports.
- Manages compliance with local, state, and federal requirements.
- Calculates budget and revenue estimates.
- Assists with the management of City insurance policies, financial investments, etc.
- Maintains and reconciles multiple bank accounts.
- Recommends and implements financial controls, software, forms, and procedures.
- Works daily with multiple complex spreadsheets (Excel) and financial software (Incode).
- Oversees and supports pension, health insurance, and payroll payments.
- Oversees the City's general ledger and management software (Incode and ADP)
- Collaborates and communicates effectively with the Clerk-Treasurer, elected officials, City staff, auditors, and members of the public.
- Performs other related duties as required.

Minimum Training and Experience Required:

- Bachelor's degree or equivalent with emphasis on business finance, accounting, mathematics, public administration, information technology or related fields and considerable work experience; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities preferred.
- Six years of experience in financial work in an office environment

Special Requirements:

- Ability to achieve IIMC or other relevant certification in first four years.

Minimum Physical and Mental Abilities:

- Ability to engage in prolonged visual concentration while working at a computer.

- Ability to exert physical effort in sedentary to light work, involving routine stooping, kneeling, crouching, and reaching; ability to climb and balance.

Supervisor Responsibilities

- Supervise financial staff.

Mathematical Ability:

- Competence in complex mathematical calculations

Language Ability and Interpersonal Communication:

- Ability to communicate effectively with supervisors, coworkers, other City personnel, and the public verbally and in writing.
- Ability to record and deliver information, meet deadlines, and maintain confidentiality of restricted information.
- Ability to work under stressful conditions and maintain personal composure and tactfully manage difficult situations and interpret questions correctly.
- Ability to advise and interpret the application of policies, procedures, and standards to specific situations.
- Ability to comprehend and use a variety of informational documents.

Environmental Adaptability:

- Ability to work effectively in an office environment.

Rate of Pay:

Salary Minimum – Midpoint Range: \$2,254.08-2,817.58/bi-weekly.

Grade 17 as designated by current salary ordinance.

Work Hours:

Monday - Friday, 8:00 a.m. – 5:00 p.m. (Hours are required outside of normal workday for meetings and special events).

Applications available in Human Resources, 204 E. Jefferson St., Goshen or online at www.goshenindiana.org. Click Job Opportunities.

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