



City of Anderson
Controller's Office
Sam J. Pellegrino
120 East Eighth Street
PO Box 2100
Anderson, Indiana 46018
(765) 648-6025 Phone
(765) 648-5902 Fax
www.cityofanderson.com

Kevin S. Smith, Mayor

Responsibilities

- Authorizes expenditures of municipal funds, signs, and issues all warrants on City Treasury.
- Prepares and monitors various financial documents and submits to appropriate officials and agencies, including the City's annual budget, monthly and annual financial statements, tax forms, and reports, transfers and appropriation ordinances and resolutions, state and federal grant budgets, cash flow balances, payroll, purchase orders and expenditures, and other related documentation, and administers department budget upon approval.
- Audits and reviews financial transactions of Utility Department.
- Establishes Tax Levy for City of Anderson and coordinates and directs annual budget process
- Administers City Investment Program, determining amount, type, and length of investment in conjunction with cash flow needs.
- Collects fees fixed by ordinance, issues City license on payment of license fees and enters all fees collected in City Treasury.
- Develops and implements payroll and account forms used by all City offices.
- Supervises and directs daily activities of Parking Authority employees.
- Regularly attends and makes policy recommendations to Mayor, Board of Public Works, City Council, State Tax Commission, Board of Finance, and other public meetings and hearings.
- Regularly responds orally and in writing to media and citizen inquiries and complaints.
- Directs and supervises work of department staff and monitors all City department accounts by reviewing contracts, budgets, purchase orders, claims and receipts, and authorizes payment of all claims.
- Assists Mayor and other officials with developing and implementing City policies, procedures, and projects, including bond issues, user fees, capital improvements, financial forecasting, project analysis, and investing City monies.
- Periodically provides financial information to City Departments, Boards, and Commissions.
- Occasionally performs duties of Mayor in his/her absence.
- Performs related duties as assigned.