



CITY OF ELKHART
invites applications for the position of:

Controller

SALARY:	Up to \$86,324 Annually
OPENING DATE:	02/27/2017
CLOSING DATE:	n/a

POSITION DESCRIPTION:

Mayoral appointment. Serves as the City's chief financial officer. The Controller, with the assistance of the Deputy Controller, oversees all aspects of financial operations related to: accounting system administration, financial reporting, general ledger maintenance, accounts receivable, accounts payable, purchasing, payroll, and treasury functions. The Controller is the chief budget officer – responsible development of the City's annual operating budget and capital investment plan. The Controller has primary responsibility for maintaining the City's compliance with all State laws on municipal financial operations and disclosure.

DUTIES/RESPONSIBILITIES:

- Oversee and set policy regarding the City's financial accounting system (including maintaining the chart of accounts, budgetary controls, and all system access control settings).
- Establishing accounting processes and standards across the enterprise.
- Supervise, with assistance from the Deputy Controller, office personnel handling accounts receivable, accounts payable, purchasing, payroll, and treasury functions.
- Preparing all financial reports and budget reports required by State law.
- Preparing financial information, on an ad hoc basis, for the Mayor, Department Heads, and City Council.

DESIRED QUALIFICATIONS & EXPERIENCE:

- A bachelor's degree in Accounting or related field of study required. CPA certificate or Master's in Business Administration preferred.
- Familiarity with financial accounting software design and Governmental Accounting Standards Board (GASB) guidelines.
- At least five (5) years of increasingly responsible duties, including professional staff management, in financial analysis/management roles.
- At minimum of (1) year experience in a public finance role, preferably in Indiana.

OTHER EMPLOYMENT BENEFITS:

- Employer group health and dental insurance.
- Vacation, personal, and sick leave.
- Retirement benefit through the Public Employees' Retirement Fund (PERF).
- Basic life insurance.
- Voluntary supplemental life insurance, long term disability insurance, deferred compensation, and flexible spending account.

Candidates: Please email your cover letter and resume to denise.blenner@coei.org. On the subject line insert: *Application – Controller*