

CITY OF ELKHART- JOB DESCRIPTION

DEPARTMENT	Controller	POSITION	Controller
DIVISION	Finance	STATUS	Full-time
CATEGORY	Salaried, Mayoral Appointment, Up to \$103,800	FLSA	Exempt
REPORTS TO	Mayor	DATE	2025
JOB SUMMARY	<p>The City Controller serves as the Chief Financial Officer of the City of Elkhart, overseeing all financial operations for the City and its water and wastewater utility. This role ensures the City's fiscal health, transparency, and compliance with the requirements of the Indiana State Board of Accounts and the Department of Local Government Finance. Position is an authorized signer for designated financial documents. The Controller provides strategic financial leadership, manages internal controls, and coordinates budgeting and planning across departments. As head of the Controller's Department and a member of the Mayor's executive team, the Controller promotes efficiency and informed decision-making, while also serving on the Lerner Theater Governing Board and the Police Pension Board.</p>		
JOB FUNCTIONS	<p><u>Financial Strategy & Oversight</u></p> <ul style="list-style-type: none"> • Lead the City's financial planning and align fiscal strategy with long-term goals. • Manage all accounting, reporting, and treasury functions, ensuring accuracy and consistency in compliance with the Indiana State Board of Accounts and Department of Local Government Finance. • Oversee the development of the annual budget, tax levy calculations, and financial reporting. • Authorize and control disbursements from the city treasury, maintaining tight fiscal oversight. • Prepare and present clear, comprehensive financial reports to the Mayor, Common Council, and state agencies. • Track departmental expenditures, encumbrances, and balances through detailed fund management. • Manage grant compliance, including accurate reporting, documentation, and single audit requirements. • Monitor city cash flow, manage investments within legal limits, and safeguard all financial records. <p><u>Compliance, Risk & Governance</u></p> <ul style="list-style-type: none"> • Develop, implement, and enforce internal controls to protect city assets and ensure compliance with local, state, and federal laws. • Oversee debt management, including bond issuance and maintaining official registers. • Maintain compliance with procurement, reporting, and accounting requirements. • Identify and report financial irregularities, violations, or risks to city leadership and relevant agencies. 		
JOB FUNCTIONS	<ul style="list-style-type: none"> • Collaborate with HR on employee benefits and manage city insurance coverage to minimize risk. • Advise the Mayor and Council on budget ordinances, fiscal policy, and financial strategy. <p><u>Technology, Efficiency & Collaboration</u></p> <ul style="list-style-type: none"> • Drive the adoption of financial technologies, ERP systems, and data tools to improve accuracy, transparency, and automation. • Promote a culture of data-driven decision-making across city departments. 		

	<ul style="list-style-type: none"> • Deliver training and support to departments on financial procedures and compliance. • Serve as the primary contact for auditors, financial institutions, and regulatory bodies. • Explore shared service models and cross-departmental collaboration for cost efficiency. • Ensure robust cybersecurity practices for financial data and systems.
PERSONAL WORK TRAITS	<ul style="list-style-type: none"> • Forward-thinking: foresees trends and develops proactive strategies • Goal and result oriented- • Extraordinary team building and leadership skills • Exceptional analytical and problem-solving skills • Sound judgment and ethical decision-making- • Effective communication skills and abilities- • Detail oriented and accurate • Community and customer-focused • Technologically proficient • Adaptable to a changing economic and legal landscape
EDUCATION AND EXPERIENCE	<ul style="list-style-type: none"> • Bachelor's Degree in Accounting, Finance, Business Administration, Public Administration, or a closely related field from an accredited institution is required. • A minimum of six (6) years of progressively responsible experience in governmental accounting, public finance, or a related field including experience in a senior leadership or management capacity. • Master's degree in a relevant field (e.g., MBA, MPA) or Certified Public Accountant (CPA) license is strongly preferred. • Valid Indiana driver's license required.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Knowledge of Generally Accepted Accounting Principles (GAAP), State of Indiana municipal finance laws, and administrative procedures. • Comprehensive understanding of budgeting, financial reporting, treasury management, and public purchasing practices. • Skill and ability to read, analyze, and interpret general business reports and governmental regulations. • Skill and ability to prepare comprehensive financial reports, budgets, forecasts, and presentations for diverse audiences. • Ability to effectively present information and respond to questions from elected officials, City managers, office staff, and the public. • Highly proficient in applying mathematical and statistical concepts to financial analysis, modeling, and forecasting. • Proficiency with enterprise financial management software (ERP systems) and data analytics tools. • Demonstrated ability to strategically plan, organize, supervise, and direct all operations of a complex financial department. • Proven capability to develop, implement, and enforce sound financial policies and internal controls across a municipal organization. • Skill and ability to identify and analyze problems, make sound decisions, develop action plans, and resolve problems. • Ability to effectively communicate in written and verbal form with elected officials, City managers, office staff, and the public. • Ability to supervise office staff and effectively provide detailed written and verbal instructions.
PHYSICAL, MENTAL, AND VISUAL SKILLS	<ul style="list-style-type: none"> • Ability to stand, walk, sit, reach, grasp, use hand and finger mobility. • Ability to communicate verbally. • The ability to lift and/or move up to 10 pounds regularly and lift and/or move up to 25 pounds total. • Ability to reason logically. • Clarity of vision with or without correction.

WORKING CONDITIONS	<ul style="list-style-type: none"> • Work is done 40+ hours during a standard office work week with no additional compensation for more than 40 hours. Work requires some evening hours for public meetings. • Work takes place primarily in an office setting with some need to travel outside the office, by foot or vehicle, to other offices, meeting halls, or conference areas. • Reasonable accommodation may be made to the work environment to enable individuals with disabilities to perform the essential functions.
POST OFFER TESTING REQUIRED	<ul style="list-style-type: none"> • The City of Elkhart is a Drug Free Workplace. Therefore, successfully passing a post offer drug screen is required (random drug testing may be conducted after employment). • Background checks producing acceptable BMV and criminal history reports required.
POLICY STATEMENT	<ul style="list-style-type: none"> • The incumbent is required to possess the knowledge, skills, and abilities, and the physical, mental, and visual skills described in this job description to perform the principal duties, responsibilities and essential job functions. • This job description is intended to describe the general nature and level of work being performed by the incumbent. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job. • This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by the Mayor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.