



CITY OF GARY, INDIANA

CITY CONTROLLER RECRUITMENT

ROLE

Title: City Controller

Location: Gary, Indiana

Reports to: Mayor

OVERVIEW

The Controller position, which serves as the Chief Financial Officer of the City of Gary, is a leader experienced in accounting, financial reporting, treasury and debt management, and internal control systems with advanced competency in generally accepted accounting principles for government, as well as Indiana and other regulatory requirements. The Controller directs all aspects of the City of Gary's financial operations with additional oversight for several related government entities.

KEY RESPONSIBILITIES

Strategic Leadership

- Develop the internal control and accounting functions in the context of the mission and strategic goals of the City of Gary.
- Continuously assess and evolve the internal control framework to adapt to the City of Gary's activities and growth, including implementation of best practices.

Controls and Compliance

- Ensure proper internal controls are in place to safeguard the organization's assets and ensure reliability of the City of Gary's financial and operating results.
- Implement and standardize accounting/financial management policies and procedures.
- Responsible for the selection and implementation of accounting software programs.

Financial Activities and Reporting

- Ensure timely, accurate financial reporting/analysis to internal stakeholders/oversight bodies.
- Oversee the cash management function, including banking and other advisory relationships.
- Ensure proper GAAP/GASB and other regulatory treatment for recording transactions, financial reporting, and audit purposes.
- Oversee investments, investment strategies, capital leasing, and purchases.
- Act as a member of the Board of Works to assure financial oversight for reviewing and approving contracts, as well as Treasurer to the Redevelopment Commission.
- Responsible for annual financial reporting and all Gateway reporting requirements for the City of Gary, Gary Public Transportation Corporation, Gary Sanitary District, and Northwest Indiana Health Cooperative.
- Manage over \$235M in revenue for the City of Gary, Gary Redevelopment Commission, and Gary Sanitary District.

- Act as fiscal agent for the Gary Sanitary District, Northwest Indiana Health Cooperative, and Indiana State Board of Account audits, advising and overseeing banking activities, financial operations, and annual financial reporting.
- Prepare and oversee tax-based revenue of the City of Gary's annual budget process for submission to the Department of Local Government and Finance for all tax-based budgets.
- Oversee Gary Public Transportation Corporation, Gary Redevelopment Commission, and Gary Airport during the City of Gary's budget process, and for submission to the Department of Local Government and Finance.

Audit

- Oversee the City of Gary's annual audit process and preparation of the year-end financial reporting package.

Team Leadership

- Provide leadership, guidance, professional growth and development, and supervision to the finance team.
- Manage relationships with internal clients and maintain high levels of professional credibility and mutual trust.

PROFESSIONAL EXPERIENCE

- 5-10+ years' experience in progressive finance and accounting positions leading to controllership.
- Strong knowledge of GAAP, GASB, internal controls, and risk management.
- Extensive experience in both cash and treasury management.
- Strong financial systems knowledge.

KNOWLEDGE AND SKILL REQUIREMENTS

- Passionate about the City of Gary's mission and vision.
- Collaborative and supportive leadership style; adaptable and flexible.
- Ability to build strong relationships cross-functionally.
- Strong analytical, organizational, and problem-solving skills.
- Ability to plan, assign and direct work to meet strict deadlines.
- Superior written and oral communication and presentation skills.
- Independent decision-making and judgment skills; proactive and takes initiative.
- Strong sense of urgency and results-orientation.

EDUCATION

- Bachelor's degree in a related field required.
- CPA or master's degree in relevant area preferred.

COMPENSATION

Compensation will be equitable and commensurate with experience with an anticipated base salary range of \$100,000 – \$120,000.

DISCLAIMER

This job description outlines the general nature and level of work performed. Duties may be assigned outside of normal responsibilities as needed.

To learn more about this opportunity, please contact:

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