CITY OF ELKHART – JOB DESCRIPTION TEMPLATE

DEPARTMENT	Finance Department	**POSITION**	Deputy Controller
DIVISION	Controller	**STATUS**	Full Time
CATEGORY	Salary, Up to $94,100	**FLSA**	Exempt
REPORTS TO	City Controller	**DATE**	2026

JOB SUMMARY	The Deputy Controller serves as the second-in-command of the Controller's Office and a key member of its management team. Reporting directly to the Controller, the position provides leadership and oversight of the City's financial operations, accounting, financial reporting, budget administration, internal controls, and department personnel. The Deputy Controller supports strategic financial planning, ensures accurate and timely financial information, promotes regulatory compliance and operational improvements, and performs authorized duties of the Controller in the Controller's absence.
PRINCIPAL DUTIES AND RESPONSIBILITIES	• Provide day-to-day leadership, direction, prioritization, and accountability for Controller's Office operations; serve as the Controller's principal operational and financial management partner. • Assist the Controller in developing and administering the annual City budget, including departmental coordination, revenue and expenditure analysis, budget monitoring, appropriations, transfers, and required State submissions. • Oversee general ledger accuracy, fund accounting, month-end and year-end closing activities, financial reconciliations, and the timely resolution of accounting discrepancies. • Direct and review the monthly reconciliation of City bank accounts and related cash and investment activity; support cash management, liquidity monitoring, and appropriate segregation of duties. • Lead preparation and review of the Annual Financial Report, Local Road and Street report, appropriation reports, and other required governmental financial reports and submissions. • Coordinate audit preparation, documentation, responses, and corrective actions; maintain readiness for Indiana State Board of Accounts examinations and applicable reporting requirements. • Oversee financial controls and compliance across accounts payable, accounts receivable, payroll, purchasing, claims, revenue collections, and debt service; coordinate with responsible supervisors and departments. • Review and oversee authorized bond and debt-service payments, fund transfers, appropriation entries, corrections, and other significant financial transactions, subject to applicable approvals and internal controls. • Supervise, coach, evaluate, and develop assigned personnel; establish performance expectations, support cross-training and succession planning, and address workflow and service concerns. • Partner with department heads, the Mayor's Office, Common Council, external auditors, financial institutions, and other stakeholders on financial matters, as directed by the Controller.

	• Analyze financial trends, fund balances, budget-to-actual results, and operational risks; prepare clear reports, recommendations, and presentations for City leadership. • Lead improvements to financial systems, ERP processes, documentation, reporting tools, and internal procedures; coordinate resolution of system issues with appropriate technical support. • Ensure continuity of critical functions through documented procedures, appropriate backup coverage, and timely escalation of material financial or compliance concerns. • Perform the duties of the Controller during the Controller's absence to the extent authorized by law, appointment, and City policy; exercise delegated authority within established approval limits. • Perform other related duties as assigned by the Controller or authorized City leadership.
OTHER DUTIES AND RESPONSIBILITIES	• Provide backup coverage for payroll, accounts payable, and claims processing during staff absences. • Attend Common Council, Board of Works, or committee meetings as requested. • Assist with grant financial reporting and special projects. • Respond to public records requests related to financial matters, in coordination with Legal. • Perform other related duties as assigned by the Controller or authorized City leadership.
EDUCATION AND EXPERIENCE	• Bachelor's degree in accounting, finance, business administration, public administration, or a closely related field; an equivalent combination of education and progressively responsible experience may be considered consistent with City hiring policy. • At least six years of progressively responsible accounting, finance, budgeting, or public-sector fiscal experience, and at least two years of supervisory or management experience. • Municipal government accounting, Indiana public finance, budgeting, and audit experience strongly preferred. • CPA, CGFM, CPFO, or comparable professional credential desirable. • Valid driver's license required.
KNOWLEDGE, SKILLS, AND ABILITIES	• Advanced understanding of governmental accounting, fund accounting, internal controls, financial statements, budgeting, and financial analysis. • Working knowledge of applicable Indiana municipal finance requirements, SBOA guidance, DLGF reporting, and public purchasing and claims procedures. • Ability to lead personnel, delegate work, establish controls, resolve problems, and maintain effective working relationships. • Ability to interpret laws, regulations, policies, contracts, and financial data and make well-supported recommendations. • Proficiency with financial ERP systems, spreadsheets, reporting applications, and standard office technology; ability to improve system processes. • Ability to prepare and present accurate reports and respond effectively to questions from City officials, staff, auditors, and the public. • Ability to maintain confidentiality, exercise discretion, and manage competing deadlines and high-priority issues.

PHYSICAL, MENTAL, AND VISUAL SKILLS	Work is primarily performed in an office environment and regularly involves sitting, computer and keyboard use, speaking, hearing, reading detailed financial information, and sustained concentration. Occasional standing, walking, reaching, and lifting of office materials up to 20 pounds may be required. Reasonable accommodation may be made to enable qualified individuals to perform essential functions.
WORKING CONDITIONS	Work is performed primarily in a standard office setting, generally on a full-time schedule with additional hours as required by budget, audit, reporting, and operational deadlines, including month-end and year-end close. Occasional local travel to financial institutions, City facilities, and State training may be required.
POST OFFER TESTING REQUIREMENTS	• 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 are required.
POLICY STATEMENT	• 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. Employee 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.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand all of the above. I have reviewed the duties and responsibilities for which I am responsible, as well as the minimum requirements of this position, with my supervisor. I understand that this document does not create an employment contract, and the above declarations are not intended to be an "all-inclusive" list of the duties and responsibilities of the job described. Rather, they are intended only to describe the general nature of the job.

EMPLOYEE FULL NAME **DATE**

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EMPLOYEE SIGNATURE **DATE**

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