

City of Elkhart Mayor-Elect Rod Roberson and his Transition Team have formally launched the hiring search process for key leadership positions within both the Mayor's Office and select city departments. This posting is to gather interest from the public in those roles.

Job Summary

The City Controller serves as the Chief Financial Officer of the City of Elkhart. Position is responsible for the efficient and accurate operation of the financial functions of Elkhart City government. Understanding government accounting and bookkeeping structures and accountability for compliance with State Board of Accounts and Department of Local Government Finance requirements is an essential job function. Position is authorized signer for designated financial documents. The Controller is instrumental in organizational strategic planning and problem solving, and coordinating and directing city financial operations of all City departments. Also serves as Department Head for the City's central finance and accounting department.

Job Function

- Prescribe the form of reports and accounts.
- Sign, issue, and draw all warrants on the city treasury for city expenditures.
- Audit and revise all accounts and trusts.
- Keep separate accounts for each item of appropriation made for each city department, including a statement showing the amount drawn on each appropriation, the unpaid contracts charged against it, and the balance remaining.
- Maintain custody of the records of the department and turn them over to the fiscal officer's successor.
- Perform duties prescribed by statute concerning the negotiation of city bonds, notes, and warrants.
- Keep a register of bonds of the city.
- Manage the finances and accounts of the city and make investments of city money by managing cash flow, investment rates, and reviewing bond markets.
- Direct the issue of city licenses and payment of the license fee.
- Direct the collection of fees as fixed by ordinance.
- Pay into the city treasury all fees and other city money collected by the department.
- Prescribe payroll and account forms for all city offices.
- Prescribe the manner in which salaries shall be drawn and creditors, officers, and employees shall be paid.
- Provide that all salaries are paid as established by the legislative body.
- Notify the city executive of the failure of any city officer to collect money due the city or to pay city money into the city treasury.
- Plan, organize, supervise and coordinate accounting, fiscal activities, and department personnel.
- Prepare financial reports and statements to the Mayor and Common Council and prepare reports to the Department of Local Government
- Procure the City's commercial insurance package.
- Assist Human Resources with insurance risk management and medical benefit plan.
- Commitment to further building and developing a culture of accountability, integrity.

Education and Experience

- Four years of college education or the equivalent in accounting, economics, finance, business or public administration with at least six years of increasingly responsible positions in one of these fields.
- Valid driver's license required

Skills and Abilities

- Knowledge of general laws and administrative policies governing municipal finance and administrative procedures.
- Knowledge of general accounting, budgeting, and purchasing practices.
- Skill and ability to read, analyze, and interpret general business reports and governmental regulations.
- Skill and ability to prepare comprehensive financial reports and budgets.
- Ability to effectively present information and respond to questions from elected officials, City managers, office staff, and the general public.
- Skill and ability to apply advanced mathematical concepts working with fractions, percentages, ratios, and proportions.
- Knowledge of financial accounting functions and the City's financial accounting software.
- Working knowledge of data processing, word processing, and spreadsheet computer software.
- Ability to plan, organize, supervise, and direct all operations of the Controller's Office.
- Ability to develop and set policy governing financial activities of the City.
- 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 general public.
- Ability to supervise office staff and effectively provide detailed written and verbal instructions.