

**POSITION DESCRIPTION  
CITY OF MICHIGAN CITY, INDIANA**

**POSITION:** Assistant Controller  
**DEPARTMENT:** Controller  
**WORK SCHEDULE:** 8:00 a.m. - 4:30 p.m., M-F  
**JOB CATEGORY:** EXE II (Executive)

**DATE WRITTEN:** May 2019  
**DATE REVISED:** March 2026

**STATUS:** Full-time  
**FLSA STATUS:** Exempt

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## Position Summary

The Assistant Controller serves in the Controller's Office and is responsible for overseeing daily accounting operations, administering federal and state grants, and assisting the Controller with the financial management of the City of Michigan City. This position ensures compliance with applicable federal, state, and local financial regulations and reporting requirements.

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skills, and/or abilities required.

## Duties and Responsibilities

- Perform day-to-day financial transactions, including verifying, posting, and recording accounting data.
- Administer all federal and state grants, including quarterly and annual reporting, compliance monitoring, and grant close-out processes.
- Maintain grant records within financial software; prepare grant files and reimbursement draws.
- Prepare monthly journal entries and assist with month-end and year-end closing activities.
- Prepare Bureau of Census reports and annual financial reporting data for submission through the State of Indiana financial portal.
- Review and approve purchase orders to ensure compliance with City purchasing policies.
- Review departmental budgets, bank reconciliations, and additional appropriation requests; prepare budget transfers as needed.
- Ensure compliance with federal and state requirements by filing required reports and processing payments according to established deadlines.
- Oversee and safeguard the City's cash management processes.
- Maintain the Fixed Asset Ledger and manage the Capital Asset Plan.
- Assist the Controller in preparing the annual budget and supporting documentation for the annual audit conducted by the Indiana State Board of Accounts.
- Process budget amendments within financial software.
- Attend Department Head, Board of Works, and City Council meetings as required.
- Perform related duties as assigned.

## Qualifications

**Education and Experience**

- Associate’s or Bachelor’s degree in Accounting, Finance, or a related field required.
- Minimum of two (2) years of accounting experience required, municipal government experience preferred.
- Controller’s Office or municipal finance department experience preferred.
- Federal grant compliance and restricted fund management experience preferred.

**Knowledge, Skills, and Abilities**

- Knowledge of State Board of Accounts (SBOA) accounting principles and fund accounting
- Knowledge of Generally Accepted Accounting Principles (GAAP)
- Strong understanding of governmental accounting standards
- Proficiency in Microsoft Excel and ERP systems (New World Financial software preferred)
- Strong analytical, investigative, and problem-solving skills
- High level of accuracy and attention to detail
- Ability to maintain confidentiality of sensitive financial and personnel information
- Ability to work independently with minimal supervision and collaboratively in a team environment

Incumbent may occasionally be required to work evenings, weekends, extended hours, and travel out of town for training, including overnight stays.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Payroll Administrator for the Controller’s Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name