



CITY OF
Sturgis
MICHIGAN

We're Hiring!

Job Title: City Controller

Reports to: City Manager

Updated: 03/2025

FLSA Status: Exempt/FT

General Summary

Under the direction of the City Manager, the City Controller will oversee all accounting functions within City departments, ensuring effective financial management and accountability. This role involves providing comprehensive financial analysis, making recommendations, and ensuring the successful implementation of financial strategies. The City Controller will also play a vital leadership role in addressing operational and strategic financial challenges, guiding the city's fiscal planning, and supporting key decision-making. In addition to monitoring the city's financial performance, the Controller will provide city leadership with essential financial information to facilitate well-informed decisions.

Essential Job Functions

- Oversee adherence to, development of, and communication about the City's financial internal controls.
- Maintain financial systems in sufficient detail to produce adequate cost, financial and statistical data for management purposes, and to meet statutory requirements.
- Monitor all financial reports, such as balance sheet and trial balance, to ensure their accuracy, and that they reflect the accurate financial condition of the City.
- Preparation of audit schedules, plan and organize auditing of all financial accounting records. Conduct all year-end balancing and prepare adjusting entries for audit. Serve as a resource and liaison with outside auditors. Coordinate the implementation of systems to correct problems identified during audit.
- Coordinates the development or modification of accounting procedures, identifies problem areas, evaluates proposed changes, and makes recommendations for adjustments.
- Invests the City's idle cash, includes taking bids on investments, projecting cash flow of the City, determines the length of time that various amounts of money will be invested, making transfers to fund payroll and accounts payable expenditures, and balance accounts.
- Prepare a variety of reports including sales tax returns, payroll reports, and reports for reimbursement from the State and others.
- Conducts special projects assigned that include the research and analysis of information from other communities, analysis of financial data and related activities.
- Oversee Clerk/Treasury and associated departments .

Necessary Requirements

- Bachelor's degree in finance, accounting or a related field.
- Certified Public Accountant preferred, Certified Public Finance Officer or Certified Government Financial Manager required.
- Minimum of five years of related, full-time equivalent experience.

Submit Application, Resume, and Cover Letter to: Sturgis City Hall, 130 N. Nottawa St.
or via email to: sburkhead@sturgismi.gov Applications are available at City Hall
or on our website at sturgismi.gov/HR

The City of Sturgis is an Equal Opportunity Employer.