



**City of Hamtramck**  
3401 Evaline Avenue  
Hamtramck, Michigan 48212

Invites applications for the position of:

**Controller**

An Equal Opportunity Employer

Job Description Summary:

The Controller shall comply with State Direction during the transition to full restoration of all duties and responsibilities to the City of Hamtramck by the State of Michigan. This is a professional accounting and administrative position, which coordinates and supervises all accounting and treasury functions including all collection, disbursement, and investment of monies, and the maintenance of related information systems.

Essential Duties.

The following duties are normal for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Supervises and performs responsible administrative and accounting functions.
- He or she shall receive and audit all accounts and demands against the City and prepare vouchers for the same. Such accounts and demands, or such parts thereof, as to the correctness of which they have no doubt, shall list in the order of their allowance, and certify to the council the correctness of the same. Such accounts and demands concerning which they have any doubt as to their correctness, shall list separate from those allowed by them, and send them to the council with their objections.
- After the allowance by the council of any account or demand, the city clerk shall certify the same to the city controller, who shall draw their warrant upon the city treasurer, which warrant shall be countersigned by the city treasurer, city controller, registered the same against the fund or funds from which they are payable. They shall keep a complete set of book exhibiting the financial conditions of the City, with all its records and liabilities, in its various departments and funds.
- He or she shall keep a bond register in which shall be entered a record of all bonds issued by the City, with the name, amount, and the date thereof, and complete details of all coupon attached thereto.
- He or she shall keep an account of all funds, taxes, receipts, and expenditures of the City, as obtained from the daily reports of receipts and disbursements received by him or her from the City Treasurer.
- Within three (3) weeks after the end of each month, the City Controller shall present to the Council and City Manager a financial statement of the City for the preceding month, which statement shall provide a comparison of the actual revenues and expenditures of each fund, including all the various budgeted funds compared to the budgeted amounts prepared on a basis of accounting generally



**City of Hamtramck**  
3401 Evaline Avenue  
Hamtramck, Michigan 48212

accepted in the United States for local units of government.

- The City Controller shall also file a true copy of the financial statement with the City Clerk, who shall keep and preserve it as public record and shall give access to it to every citizen of the City of Hamtramck at any time during the business hours of the day. Such copy shall be verified to the truthfulness and correctness of the facts stated therein, by the oath or affirmation of the City Controller. For the purpose of preparing the financial statement and list, the City Controller shall require every board, officer, and employee to file with him all information which he or she may deem necessary, and every such board, officer, and employee shall file with the City Controller the information at the time and in the manner as he or she may prescribe.
- On or before three (3) months after July in each year, he or she shall make out and present to the Council and City Manager a financial statement of the City for the fiscal year ending on the 30<sup>th</sup> day of June each year, consistent with accounting generally accepted in the United States for local units of government and complying with the Uniform Budgeting and Accounting Act, MCL 141.425-428. He or she shall at other times, if directed by the Council, furnish statements showing the condition of the several funds and accounts.
- He or she shall charge the City Treasurer with the whole amount of taxes and assessments, special or general levied for the City and placed in the Treasurer's hands for collection, crediting the various funds and accounts according to the various appropriations.
- He or she shall also charge the City Treasurer with all sums received from licenses, rents, and other monies which are payable to the Treasurer, and the various proceeds of all bonds, coupons, notes, leases, mortgages, bills receivable, or bills payable, or revenue of whatsoever nature. When any fund or appropriation has been exhausted by warrants already drawn, or by appropriations, liabilities, debts, and expenses actually made, incurred, or contracted for and to be paid out of such fund or appropriations, the City Controller shall advise the Council thereof in writing at its next meeting and, he or she shall be personally liable to the City in an action brought in any court of law or in any suit in equity by the City or by any taxpayer of the City for the full amount or amounts of payments where no funds are available if he or she shall fail or neglect to so advise the Council.
- He or she shall keep in his or her office a complete list of all the property – real, personal, and mixed – belonging to the City.
- He or she shall keep a record of all receipts, disbursements, debts, and liabilities of the City, in order that the amount of the monies and all of the liabilities of the City may at any time be known at his or her office. The City Controller shall exercise a general supervision over the financial concerns of the City.
- He or she shall be charged with the leasing, repairs, insurance, and general supervision of the City property not herein otherwise provided for, and for his information may require reports from all officials or persons having city property in charge or in their possession, and shall report the same when required by the Council.



**City of Hamtramck**  
3401 Evaline Avenue  
Hamtramck, Michigan 48212

- He or she shall also perform such other duties as are prescribed by this charter or may be required by ordinance or resolution of the Council.
- He or she shall keep on file in his or her office the city budget to which he or she shall give access to every taxpayer of the City at any time during the business hours of the day for inspection or taking copies. Within two (2) weeks after his or her appointment he or she shall file with the City Clerk a bond in such amount and with such sureties as shall be satisfactory to the Council. The premium on the bond shall be paid by the City.
- He or she is authorized generally to administer oaths, affirmations, take affidavits, and to certify copies of all papers in his or her office.
- Perform system administrator function for BSA general ledger and all other BSA modules. Adjust set up as necessary to improve efficiency and simplify reporting.
- Reconcile all bank and investment accounts monthly.
- Prepares and submits annual budgets including budget revenue projections for all funds; reviews and submits the budget expenditure estimates, based on departmental requests, to the City Manager for final review and presentation to the City Council.
- Perform final year-end close for all funds including reconciling all balance sheet accounts for all fund and reconciliation of significant revenue and expenditure accounts. Roll over general ledger no later than December 31 annually.
- Oversee the audit process including preparation of all work papers, assist auditors with any and all questions and review of auditor prepared financial documents.
- Review and reconcile grant/loan related activity with grant personnel and ensure all expenditures are properly reconciled.
- Preparation of State of Michigan required annual reports including Act 51, F-65 and qualifying report.
- Assist with the preparation of any required EVIP reporting due to the State of Michigan.
- Preparation of bimonthly property tax distributions as required by the State of Michigan for the tax collection period July 1 thru March 15 annually.
- Preparation of annual water and sewer financial summary to determine if current rates are sufficient to cover the operating, maintenance and replacement costs of the system.



**City of Hamtramck**  
3401 Evaline Avenue  
Hamtramck, Michigan 48212

- Preparation of General Fund cash flow as required by the State of Michigan and as needed to manage actual cash flow of the City.

Knowledge, Skills, & Abilities:

- Thorough knowledge of accounting principles, practices and procedures as related to municipal operations.
- Considerable knowledge of the principles and practices of municipal auditing and budgeting.
- Considerable knowledge of modern office administration, supervisory practices, and procedures.
- Considerable knowledge of City Charter provisions, ordinances and of the operation of State and local law governing fiscal responsibilities and tax collections.
- Considerable knowledge of the organization and functions of municipal government.
- Knowledge of internal control administration and ability to direct and monitor internal controls within all departments of the City.
- Knowledge of financial management information systems
- Ability to analyze and interpret accounting records and to prepare accurate financial statements and summaries.

Compensation: DOQ

Education and Experience:

- Bachelors of Science in Finance or Accounting.
- At least ten years of progressively responsible experience.
- Must be a Certified Public Accountant.

The City of Hamtramck is an equal opportunity employer and will not unlawfully discriminate on the basis of race, color, sex, religion, national origin, age, height, marital or veteran status or the presence of medical conditions or disability. Michigan and Federal laws require employers to make accommodations to persons with a disability if the disability can be accommodated within certain guidelines, and the individual can perform the essential job duties with or without such accommodation. Persons with a disability may request an accommodation of their disability by notifying the City of Hamtramck City Manager's office in writing of the need for accommodation.

Application Process: Email resumes to [HR@hamtramckcity.com](mailto:HR@hamtramckcity.com). Open until filled.



**City of Hamtramck**  
3401 Evaline Avenue  
Hamtramck, Michigan 48212