

DELTA COUNTY

JOB POSTING

POSTING: Delta County is seeking qualified applicants for the position of CONTROLLER.

DUTIES: See attached job description

QUALIFICATIONS: Bachelor's Degree in Accounting, Finance, or related field from an accredited university. Three to five years of experience in accounting, finance, or equivalent.

HOURS: Thirty Five Hours (35) per week.

PHYSICAL: Must be able to pass physical/drug screen.

SALARY: Starting Salary (\$55,000-65,000) depending on experience PLUS BENEFIT PACKAGE (medical, vision, dental, life insurance, retirement and more)

Candidates for this position should submit the application form, cover letter, resume, and transcript.

This position is open until filled.

Applications for the position of CONTROLLER will be accepted at the Delta County Administration Office, 310 Ludington St, Escanaba, MI 49829 or our website deltacountymi.gov.

DELTA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

It is the County's policy not to discriminate against qualified handicapped individuals.

DELTA COUNTY
JOB DESCRIPTION
CONTROLLER

Title: Controller
Classification: Non Union, Exempt, At Will
Department: Administration
Reports to: County Administrator
Revision Date: 5-6-25

GENERAL PURPOSE

Protect and control all County funds and assets. Monitor County expenditures and revenues. Promote accountability and efficiency in county operations. Perform related duties, as required.

SUPERVISION RECEIVED

Work is performed under direction of the County Administrator.

SUPERVISION EXERCISED

There is no supervision exercised.

ESSENTIAL FUNCTIONS

The following are examples of functions which are essential to this position. The following list does not include all functions which the Controller may be expected to perform.

1. Supervise financial and accounting functions of the County as provided by State and Federal statute & regulations and by County Policy.
2. Maintain a continuous procedure for the examination, verification, and approval of all accounts against the County.
3. Provide financial statements and analysis as required by the Board of Commissioner and County Administrator.
4. Provide internal control and oversight over financial operations including but not limited to accounts payable, accounts receivable, payroll, and related activities.
5. Prepare and monitor the annual County Budget.
6. Design, recommend, and administer financial controls to regulate expenditures in accordance with appropriations and available funds.
7. Prepare for, manage, and supervise the County's annual financial audit.
8. Review purchases and expenditures for compliance with County policies.
9. Advise Department Heads/Elected Officials, County Commissioners, County Treasurer, and County Administrator concerning financial and accounting matters.
10. Work with County Administrator to prepare exhibits for Union negotiations.
11. Perform special projects, assignments, and analysis, as required.

REQUIRED QUALIFICATIONS

1. Bachelor's Degree in Accounting, Finance, or related field from an accredited university.

2. Three to five years of experience in accounting, finance, or equivalent.
3. Computer skills relevant to accounting and financial management.
4. Ability to utilize software for financial tasks, analyze data, and communicate effectively using digital tools.
5. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
6. Experience using cloud-based platforms.
7. Knowledge of governmental accounting principles, practices, and procedures.
8. Knowledge of governmental budgeting principles, practices, and procedures.
9. Ability to analyze financial information and communicate results to others.
10. Ability to communicate effectively with officials, employees, and the public.
11. Must be highly organized and have excellent time management skills.
12. Willingness to attend evening meetings and work outside of normal business hours.
13. Must be bondable and able to pass a pre-employment background check, which includes a physical and drug test, as well as an examination of personal credit report.

SELECTION GUIDELINES

Selection is based on strength of application, education, experience, personal interview and reference check. Job related testing may be used to evaluate applicants.

PHYSICAL DEMANDS

While performing the essential functions of this job, the employee is regularly required to sit, stand, climb, stoop, kneel, crouch, talk, hear, feel, grab, type/keyboard and touch. The employee must occasionally lift or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed in a climate controlled office environment.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position. The job description does not constitute an employee agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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