

## YUOK TRIBE-JOB DESCRIPTION

### Controller

Job Title:	<b>Controller</b>	Job Grade	<b>13</b>
Department	<b>Fiscal</b>	Location	<b>Klamath</b>
Reports To:	<b>Finance Director</b>	FLSA Status	<b>Exempt</b>
ALL HIRING IS SUBJECT TO THE YUOK TRIBE'S HIRING PREFERENCE			
Salary Range	<b>\$91,353.60-119,195.73</b>		

#### **POSITION SUMMARY:**

Under administrative direction of the Finance Director, plans, organizes and directs the activities and programs of the Fiscal Department. Provide expert professional assistance to Yurok Tribe management staff and Council on financial, procurement, risk management including insurance, investments, accounting, relevant policy development, and associated matters.

#### **DUTIES AND RESPONSIBILITIES:**

1. Reporting to the Finance Director, the Controller will be responsible for oversight and management of all finance, accounting and reporting activities. As second in-charge, the Controller will be involved in supporting presentations to the Tribal Council and various committees. The Controller will represent the Finance Director in all capacities in the Finance Director's absence.
2. Under the Direction of the Finance Director, the Controller supervises the Fiscal Department, including the development and implementation of goals, objectives, policies, procedures and work standards for Fiscal.
3. Plans, organizes, assigns, directs, reviews and evaluates the work of assigned staff; selects personnel and provides for their training and professional development and interprets Yurok Tribe's policies to employees.
4. Directs the design and implementation of automated and integrated financial accounting systems; organizes and administers effective accounts receivable and payable reporting and collection procedures.
5. Manages and directs the purchasing function of the Yurok Tribe including supplies, materials, equipment, and fixed assets used and safeguarded by the Yurok Tribe.
6. Administers and provide professional assistance to the department directors and program staff in planning, review and implementation of budgets and other financial related matters.
7. Responsible for supervising, establishing, upgrading and maintenance of all the financial transactions of the Yurok Tribe in accordance with Generally Accepted Accounting Principles and in conjunction with Federal, State and Yurok Tribe guidelines.
8. Administers and coordinates the annual external audit process, and any other grant/contract required audits.
9. Evaluate and oversee all benefits negotiations to provide the most competitive packages for Yurok Tribe employees.
10. Responsible for establishing and maintaining fiscal control over all Yurok Tribe programs, assets and accounting records, this includes—but is not limited to—preparation of yearly,

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quarterly, monthly and other financial reports, required to discharge the responsibilities established by Federal, State and Local authorities in conjunction with the Yurok Tribe.

11. Liaison between banking, insurance and investment resources, including, but not limited to, obtaining quotes, competitive bids, and establishing lines of credit.
12. Monitor developments related to finance and accounting matters; evaluates their impact upon the Yurok Tribe's operations and financial programs, recommending and implementing policy and procedural improvements.
13. Makes presentations of Yurok Tribe financial status and operations to the tribal council; represents the Yurok Tribe in meetings with governmental agencies, professional and business organizations related to financial matters.
14. Performs other duties as deemed necessary in fiscal related matters.

#### **SUPERVISORY RESPONSIBILITIES:**

Perform the full range of supervisory duties and responsibilities. Plans work of subordinates based on priorities, nature of assignment, and capability of employee. Develops work performance plans and evaluates performance of subordinates. Provides advice, instruction, and guidance to subordinates on work matters. Take disciplinary actions when necessary, in accordance with personnel policy. Determine developmental or training needs of subordinates.

#### **MINIMUM QUALIFICATIONS:**

- Demonstrated excellence in managing finance, accounting, budgeting control and reporting.
- Strong analytical skills and experience interpreting a strategic vision into an operational model.
- An effective communicator, with strong oral and written skills.
- Demonstrated leadership ability, team management, and interpersonal skills.
- Excellent analytical and abstract reasoning skills, plus excellent organization skills.
- Skill in examining, developing, re-engineering, and recommending financial policies and procedures.
- Knowledge of OMB Circulars, specifically A-102, A- 87 and A-133 as well as knowledge and ability to develop or supervise indirect cost proposals and negotiations.
- Ability to use computer hardware and software proficiency when performing accounting and reporting functions.
- Must have experience with demonstrated knowledge of governmental and/or nonprofit accounting practices, preferably in a tribal government setting.
- Ability to work independently, make decisions, maintain confidentiality, work effectively with co-workers and perform under pressure.
- Ability to be flexible and assist other staff in completion of assigned duties.
- Good organizational skill and ability to anticipate needs.

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#### EDUCATION/EXPERIENCE:

A bachelor's degree and 10+ years Finance/Accounting experience, CPA/CMA designation preferred. 5 of the 10-years of experience must include supervision. Must be a seasoned and mature leader, broad finance experience in auditing, followed by experience gathering and evaluating financial information and making actionable recommendations to senior leadership. The Controller will ideally have experience supervising and managing finance in accounting, budgeting, control, and reporting.

#### CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Policy including pre-employment screening.
2. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
3. Must possess a valid driver's license.
4. Must pass a comprehensive background check.
5. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.
6. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
7. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 20 pounds.
8. VISION REQUIREMENTS:
  - Close vision (clear vision at 20 inches or less).
  - Color vision (ability to identify and distinguish colors).
  - Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
  - Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

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I, \_\_\_\_\_, (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee #

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date