



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department
P.O. Box 279 • La Push, WA • 98350
(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368



Quileute Tribe Job Description

Controller

HOW TO APPLY: Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350

Or via email: hr@quileutenation.org

Ensure your Application contains:

1. Quileute Tribal Application
2. Cover Letter
3. Resume
4. Tribal Enrollment Verification
5. Diploma(s): College
6. Certification(s)
7. Unofficial Transcripts (if no diploma)
8. Driver's License

NOTE: *Incomplete applications will not be considered.*

Position: **CONTROLLER**
Supervisor: Chief Financial Officer
Location: Tribal Administration
Work Info: 40Hrs/Wk; 8am – 4pm; M-F
Salary: DOQ/E
Closes: **Open Until Filled**

RESPONSIBILITIES:

The Controller is a supervisory position with overall responsibility for the financial affairs of the Tribal Office. It is important this individual schedule her/his time for planning and monitoring. To the extent possible this individual should delegate the details of the accounting department to the accounting employees. This individual will organize, direct, control and delegate all activities of the Accounting Department. This individual will assist the General Manager, Tribal Council and Department Directors in short- and long-range planning and decision-Making. He/she is also responsible to work with the Manager of all Tribal Enterprises in monitoring and reporting of all accounting for all Tribal Enterprises. He/she will also assist in Planning and Decision-Making regarding Tribal Enterprise Functions. Responsible for the regulation of all local, state, and federal ordinances.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Responsible for budget, monthly reporting and audits.
- Must apply extensive knowledge of Tribal Government, Governmental Accounting, and Generally Accepted Accounting Principles.
- Responsible to assure that all activities of the Accounting Department are performed in an accurate and timely manner.
- Responsible to see that all accounting is done in accordance with Generally Accepted Accounting Principles.
- Must be available to attend important meetings as Tribal representative and coordinate this with the General Manager.
- Responsible for coordinating yearly audits, preparation of Tribal Indirect Cost Proposal, and Hard Dollar budget.
- Responsible for preparing financial analysis for Tribal Council and communicating to Tribal Council the results of operations.
- Coordinates, delegates, and monitors all accounting employees for timely and accurate completion of all accounting information and reports.
- Coordinates performance appraisals of all accounting employees as well as progressive discipline procedures assuring consistent and fair administration.
- Works closely with the Contracting Officer to stay apprised of all Grants and Contracts. Oversees all insurance contracts, leases, and pension with the Contracting Officer.
- Coordinates the yearly Indirect Cost Proposal and Hard Dollar Budget
- Coordinates the yearly audits with auditors. Processes RFP's for Audit Services as required.

- Works Closely with the Contracting Officer to ensure that the year 2000 compliance requirements are met.
- Works closely with the Contracting Officer and General Ledger Accountant to monitor Tribal Cash Flow.
- Supervises and monitors the Enterprise Accounting to ensure accurate and timely results are reported.
- Establishes a system of reporting to ensure that all Tribal B&O taxes are collected and reports to Tribal Council on a monthly basis.
- Establishes a system of reporting to ensure that all WETIP monies are billed and invoiced monthly.
- Analyze monthly financial information and oversea reporting on the results of operations to Tribal Council on a monthly basis.
- Responsible for assuring that all IRS payments are made accurately and timely.
- Approves and processes all tax payments and Federal Tax Deposits.
- Must adhere to the highest level of confidentiality.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR THE POSITION:

- Must have excellent interpersonal skills and have ability to effectively communicate with employees, supervisors, managers, potential new hires and visitors,
- Must be able to work with all current software, i.e., Microsoft Word, Excel, purchasing software and employee tracking systems for preparation of memos and spreadsheets.
- Must have strong organizational and time management skills.
- Ability to plan, organize and initiate programs.
- Requires analytical planning, business writing, and presentation abilities.
- Must be people oriented and able to function in a team-based environment.
- Must be able to handle stressful situations.
- Must have the ability to read, analyze, and interpret documents and write routine reports and correspondence.
- Must be able to practice fair and good judgement.
- Must be able to perform each essential duty satisfactorily.

SUPERVISION EXERCISED:

Carries out supervisory responsibilities of the Finance staff in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION / EXPERIENCE REQUIREMENTS:

- CPA, BA in Accounting, Finance,
- A CPA with 4 years of Tribal Accounting experience.
- 7 years' experience as an Accounting Director

GENERAL INFORMATION:

Special Requirements: Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screen and reference check.

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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