



JOB DESCRIPTION

Bishop Paiute Tribe
Bishop, California

Position: Controller
Department: Fiscal
Supervised by: Chief Financial Officer (CFO)
Pay Grade: E6 \$78,705.00-\$110,187.00 DOQ
FLSA: Full-Time; Exempt

Position Summary: This is a hands-on position providing support to the fiscal department staff consisting of accounts payable, accounts receivable, payroll, general accounting, and grants reporting. The Controller will take an active role in daily and monthly accounting transactions and will manage the General Ledger ensuring the accuracy of postings by performing and supervising reconciliations on a regular basis. This position will be responsible for the preparation and analysis of system generated and Excel-based financial reports on an as needed basis for department managers, executive staff, Tribal Council, and outside agencies. The Controller will perform internal audits to provide assurance that risk management, governance and internal control processes are operating effectively and have an active role in the annual audit.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Job Duties:

- Provide support to the CFO in day to day activities of the fiscal department.
- Supervises the fiscal staff to ensure the proper management of the tribal fiscal department; to include ensuring finance staff maintains financial record systems in accordance with Generally Accepted Accounting Principles (GAAP); that all journals and records of the Bishop Paiute Tribe are properly maintained, stored and safeguarded, and properly disposed of when appropriate; and that all reports required by federal, tribal and state agencies are properly completed and filed in a timely manner.
- Analysis and audit of government, grant, and enterprise funds providing for an annual financial and compliance audit of Tribal activities and funds as required by applicable federal, state and tribal regulations.
- Analyzes accounting records, including financial statements and other financial reports to assess accuracy, completeness and conformance to standards defined within the department.
- Prepare financial reports for the executive staff, Tribal Council, and agencies.
- Assist in the annual and mid-year budget process.
- Ensure accurate and credible financial information prepared in accordance with Generally Accepted Accounting Principles (GAAP).
- Regulatory and management accounting for internal and external users including the management team, the Tribe, and regulators.
- Oversee general ledger transactions including reconciliation.
Oversee accounting procedures and internal controls.
Purchase approval with substantiation of expenditures.
- Review and approve bank reconciliations.
- Preparation of monthly and as-needed journal entries.
- Manage Assets for the Bishop Paiute Tribe to ensure accuracy for fixed assets schedule.
- Assists in the preparation of the Indirect Cost Rate Proposal.
- Provides overall support to tribal agencies and divisions regarding accounting problems; provides advice, consultation, direction, and training to fiscal staff and other tribal employees as needed.

Education and Experience:

- Bachelor's degree from an accredited college or university in accounting, business administration, finance, economics, or a related field and three (3) years of experience preparing financial statements; periodic State, federal or private grant fiscal reports and/or fiscal ad hoc reports used by internal and external entities; or seven (7) years of experience in the accounting field, two (2) years of which were at senior accounting level performing the duties described above.
- Experience with accounting software, preferably MIP and Microix is a plus.
- Ability to work quickly with a high degree of accuracy.
- Demonstrated writing ability.

Other Requirements:

- Must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
- Must have knowledge of Federal and State Grant requirements from application process to quarterly financial reporting.
- Must have experience in A-133 audit requirements.
- Must comply with the Bishop Paiute Tribe's organizational policies.

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- *Decision Making*—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
- *Interpersonal Skills*—the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.
- *Analytical Skills* – the individual must have the ability to analyze and solve both complex and uncomplicated problems and make decisions that are sensible, reasonable and easy to understand.
- *Communication*— must possess excellent oral and written communication skills, organizational, problem-solving, and analytical skills for effective communication.
- *Customer Oriented* – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- *Time Management*—the individual prioritizes and plans work activities, uses time efficiently and develop realistic action plans. Ability to manage multiple tasks and discern priorities.
- *Detail Oriented*—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- *Adaptability*—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- *Reliability*—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- *Organized*—the individual keeps clean and organized workspace and projects.
- *Technology Skills* – Operates various word-processing, spreadsheets, MIP and database software programs in a Windows environment.
- *Motivated*—the individual inspires self and others about them to get the job done and follow through on tasks.
- *Problem solving*—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.

- *Oral communication*—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills, and conducts productive meetings.
- *Written communication*—the individual reports in written form must be clear and concise and done by using computer programs. Many reports will need to be submitted in spreadsheet form, demonstrating a high skill level of Excel.
- *Quality management*—the individual looks for ways to improve and promote quality and demonstrates accuracy and thoroughness.
- *Judgment*—the individual displays willingness to make decisions, exhibits sound and accurate judgment, and makes timely decisions.
- *Planning/organizing*—the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- *Safety and security*—the individual observes safety and security procedures and uses equipment and materials properly.
- *Confidentiality*—the individual upholds a high degree of integrity and confidentiality.

Physical Demands/Work Environment:

Work is generally performed in an office setting and occasionally in an outdoor environment. Evening and/or weekend work may be required. Tight time constraints and multiple demands are common. Travel may be required for training, meetings, conferences, presentations and other events. While performing the duties of this job, the employee is required to stand, walk and sit; use hands to finger, handle, or feel; reach with hands or arms; and talk or hear. The employee occasionally is required to climb or balance; stoop, kneel, crouch or crawl. The employee may occasionally be required to lift and/or carry up to 50 lbs.

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ *Date:* _____