



Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

VACANCY ANNOUNCEMENT

POSITION TITLE: CONTROLLER

SUPERVISOR: CFO

OPEN: OPEN UNTIL FILLED

SALARY: \$90,000-\$110,000 ANNUALLY DOQ/DOE

REPRESENTATIVE DUTIES INCLUDE: The Controller oversees and directs the Tribe's governmental accounting functions including procurement, accounts payable, payroll, accounts receivable, grants management, contracts compliance, and maintains fixed asset and infrastructure records and schedules. The Controller assists with development of the annual budget and the execution and ongoing monitoring of the budgets. The Controller assists with monthly and year-end closing processes and the preparation of monthly and annual financial statements and reports. The Controller performs accounting functions in accordance with generally accepted accounting principles (GAAP) and is responsible for maintaining the Tribal governments financial records and general ledger in accordance with GAAP and applicable federal rules and regulations.

MINIMUM QUALIFICATIONS:

1. BA/BS in Accounting, Finance or Business from a four-year accredited college or university.
2. Four (4) years accounting analysis experience.
3. Strong communication, organizational and collaborative skills in an active and fast-paced office environment.
4. Governmental accounting experience and a strong background in EXCEL.
5. Experience with Abila MIP Fund Accounting software is preferred.
6. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.
7. Must receive or be willing to receive the COVID-19 vaccination, including booster shot(s) by the date of hire to be considered. Proof of vaccinations required.

Behavioral Standards: Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effective communications with customers and other tribal employees. Gets along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrates honesty and ethical behavior.

This position is at will and does not create a contractual relationship between the tribe and the employee.

MUST RECEIVE APPLICATIONS: Open Until Filled. The Skokomish Tribe's Policies and Procedures apply to this position, including Indian Preference, Confidentiality and Drug-Free Workplace. Contact the Personnel Office for a full job description and information on this position or the Skokomish Indian Tribe's policies.

Reviewed and approved

CEO Initial: ____ Date: _____

4/28/2023