



Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

JOB DESCRIPTION

POSITION TITLE: CONTROLLER

SUPERVISOR: CFO

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

NATURE OF WORK: 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.

REPRESENTATIVE JOB DUTIES:

1. Review general ledger transactions including accounts payable, accounts receivable, cash receipts and payroll.
2. Reconcile the general checking account bank statement.
3. Assist with the budget development process by working with department directors and program managers. Enter the approved budgets in the Budget Module of the Fund Accounting system.
4. Prepare monthly budget reports and review the variances between budgets and actual expenditures. Provide monthly budget reports to the Tribal Council and department directors.
5. Provide general ledger reports to assist the program managers in monitoring program budgets and activities. Interact with department staff and provide fiscal information and assistance.
6. Prepare financial reports for the Tribal Council and the CEO.
7. Assist and support the Grants and Contracts Specialist with financial reporting and the preparation of SF 425s.
8. Prepare the monthly grants and contracts receivable and deferred revenue schedule.
9. Prepare reports and schedules to be used in preparation of audited financial statements.
10. Maintain fixed assets and infrastructure accounting and inventory records.
11. Perform other duties assigned by supervisor.

MINIMUM QUALIFICATIONS:

1. BA/BS in Accounting, Finance or Business from a four-year accredited college or university.
2. Four (4) years accounting experience.

3. Strong communication, organizational and collaborative skills in an active office environment.
4. Governmental accounting experience and a strong background in EXCEL.
5. Experience with Abila MIP Fund Accounting software is preferred.
6. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
7. Must be able to work in a team environment.
8. Strong organizational, communication and interpersonal skills preferred.
9. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.
10. 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 vaccination is required

Behavior 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.

CONFIDENTIALITY: The employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal.

DRUG-FREE WORKPLACE POLICY: The Skokomish Tribe is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. By Skokomish Tribal policy, this position requires pre-employment drug testing.

PREFERENCE: The Skokomish Tribe's Indian Preference Policy applies to this position. First preference will be given to qualified, enrolled Skokomish tribal members. Second preference will be given to qualified Native American applicants who provide proof of enrollment in a federally recognized tribe. Applicants not entitled to, or who fail to claim Indian Preference, will receive consideration without regard to ethnic/national origin, marital status, sexual orientation, religion, disability status, or membership in the tribal organization.

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

APPLICATION INSTRUCTIONS

Application must be filled in completely (Do not write see resume). **APPLICATIONS THAT ARE NOT COMPLETELY FILLED OUT and TURNED IN BEFORE CLOSING DATE WILL NOT BE CONSIDERED**

NOTE: Resumes and Cover Letters are only accepted in support of the application

JOB DESCRIPTION APPROVAL:

CEO: _____

Date: _____

Employee: _____

Date: _____