

# Sauk-Suiattle Indian Tribe

## Job Description

Job Title: Comptroller  
Department: Finance  
Reports To: Ronda Metcalf, General Manager  
Status: Salaried  
Approved By: SSIT Tribal Council Resolution #7/5/07, Revision  
05/25/c/2010  
Approved Date: 05/25/2010

**OPENS UNTIL FILLED Telecommuting will be considered for this position**

**SUMMARY:** This individual will perform a variety of complex supervisory, professional, administrative, and technical accounting and finance functions to maintain the fiscal records and systems of the SSIT. Directs the Tribe's financial planning, accounting, and investment practices, coordinates the Tribe's relationship with lending institutions, funding agencies, other tribal governments, and the financial community by performing a variety of related duties. This individual is expected to be committed to the goals, values and policies that work toward achieving the vision of the SSIT. Promotes and implements Tribal teamwork.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

This list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related or logical assignment to the position.

- Performs and/or supervises a wide variety of complex finance and accounting tasks such as maintaining ledgers, reviewing initial entries, providing information for the budgeting process, preparing year-end accruals.
- Has the authority to review, approve, maintain and sign all financial reports.
- Preparation and compilation of financial statements, reports, schedules and work papers.
- Monitors and tracks budget, revenues, and expenditures and notifies department or program managers of variances/overages; maintains and updates computer financial systems; generates budget revisions.
- Provides functional oversight of general fund and/or grants and contracts accounting section; prepares/approves journal entries; monitors and tracks program expenditures; approves unusual purchase requests for Federal compliance per Tribal procedures.
- Responsible for draw downs of grant/contract funds.

- Performs cost control activities; reviews accounting activity for accuracy and funds availability prior to posting; reviews programs for over expenditures; reconciles funds; monitors revenues and expenditures.
- Prepares and reviews investment schedules, financial reports and forecasts.
- Assists in preparation of annual budget; provides guidance and technical assistance to Tribal Committees, division directors and staff in financial matters and budget preparation.
- Coordinates annual audit for Tribal administration, to include preparation for external audit by reconciling accounts and closing books; preparing work papers, financial statements, footnotes and schedules; assists auditors in reconciling audit issues.
- Prepares, supervises preparation of, or reviews financial policies and procedures for programs to confirm compliance of internal controls.
- Reconciles or supervises reconciliation of balance sheet and income statement accounts.
- Supervise, train, coach and evaluate assigned staff; assist with hiring process; recommends disciplinary action.
- Coordinates Budget & Finance Committee meetings; tracks Budget & Finance resolutions.
- Prepares budget information and resolutions for the Tribal Council.
- Represents the SSIT at various conferences and meetings as assigned.
- Other duties as assigned.

#### **SUPERVISORY RESPONSIBILITY**

- Supervise, train, coach and evaluate assigned staff; assists with hiring process; recommends disciplinary action.

#### **KNOWLEDGE AND SKILLS (ENTRY REQUIREMENTS)**

##### **Knowledge Of:**

- Generally Accepted Accounting Principals (GAAP) and Generally Accepted Auditing Standards (GAAS).
- Automated financial accounting systems and computers.
- Internal control procedures.
- Supervisory techniques and practices.
- Federal, state and local cost principals.
- Accounting structure, policies and operating programs of the Tribe.

##### **Skill in:**

- Operating a personal computer, including applicable software and office equipment.
- Communicating effectively orally and in writing with Tribal officials and managers, other governmental officials, consultants, and employees.

- Conducting research, analyzing data and compiling comprehensive reports, with recommendations.
- Organizing multiple tasks and priorities.
- Time management.
- Problem solving and analysis.
- Auditing, internal control, and interpreting financial data.
- Preparing, analyzing and interpreting financial reports and notes.
- Auditing and the evaluation and recommendation of internal controls.
- Maintaining efficient and effective financial systems and procedures.
- Establishing effective working relationships with diverse groups and individuals.

### **EDUCATION AND EXPERIENCE:**

- Graduation from an accredited four-year college or university with a degree in Accounting.
- A minimum of five (5) years governmental accounting experience. Applicants with less than this but with substantial Tribal Government will be considered.

### **Necessary Knowledge, Skills and Abilities:**

- Considerable knowledge of modern governmental accounting theory, principles, and practices; considerable knowledge of internal control procedures and management information systems; considerable knowledge of office automation and computerized financial applications; considerable knowledge of public finance and fiscal planning; considerable knowledge of payroll and accounts payable functions; working knowledge of budgetary, accounting and reporting systems, GAAFR, GAAP and GASB.
- Demonstrated experience and tract record managing a budget of at least \$5 million dollars.
- Demonstrated experience and understanding of Public Law 93-638 contract rules and regulations.
- Demonstrated experience and understanding of direct and indirect contract support costs.
- Skill in operating the listed tools and equipment.
- Ability to prepare and analyze complex financial reports; ability to maintain efficient and effective financial systems and procedures; ability to effectively supervise staff; ability to establish and maintain effective working relationships with employees, tribal officials; ability to communicate effectively orally and in writing.

## **SPECIAL REQUIREMENTS**

- A valid Washington State Drivers License.
- Must be bondable.
- Pass a Criminal History Background check.
- Must have or obtain within three months First Aid, CPR and Blood Pathogen certification.

## **TOOLS AND EQUIPMENT USED**

- Personal computer, including word processing and spreadsheet; Micro Informative Products (MIP) Fund Accounting and Fixed Assets Management Solutions software; mainframe computer system; 10-key calculator; phone; copy machine; fax machine.

## **PHYSICAL DEMANDS/WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is usually quiet.

### **Culturally Sensitive:**

This Employee must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

### **Duties:**

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

## **NATIVE AMERICAN AND VETERANS PREFERENCE APPLY**

**For more information and job application go to [www.sauk-suiattle.com](http://www.sauk-suiattle.com), or contact Human Resources at 360-436-0131, Monday through Friday from 8:30am to 4:30pm Fax applications to 360-436-1511 or mail to 5318 Chief Brown Lane, Darrington, WA 98241 attention Human Resources.**