

PYRAMID LAKE PAIUTE TRIBE

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JOB ANNOUNCEMENT

JA22-052

TRIBAL COMPTROLLER

Date Posted: 10/18/2022

Salary: NEGOTIABLE Class: 607 FLSA Status: Exempt Full-time

Date Closed: 11/17/2022

DEFINITION: Under the direction of the Tribal Chairman, supervises assigned staff, performs professional accounting and fiscal analysis in the review and preparation, maintenance, and verification of the Tribe's fiscal and accounting records. Communicates with Tribal directors and staff regarding fiscal and compliance matters. Performs related work as required.

DUTIES & RESPONSIBILITIES:

Maintain daily accountability for all Tribal assets and financial transactions of the Tribe.

Review monthly general ledgers and financial reports for accuracy, evaluate and investigate unusual discrepancies, and submit adjusting journal entries as necessary. Interpret operating results as they affect the financial position of the organization and make recommendations for cost reductions and profit improvements.

Arrange and direct the preparation for audits as required by A-128 Single Audit Act. Implement a systematic method to assure timely and appropriate resolution of audit findings and recommendations.

Supervise maintenance of the Tribe's chart of accounts; assign new cost codes as may be necessary; ensure correct and accurate accounting classification of all income and expenses.

Implement policies and procedures to determine that allocations of costs are reasonable, in accordance with the provision of applicable Tribal/Federal/State cost principles.

Participate with the Tribal administration in the development of short and long-term financial policies and procedures, objectives and plans, and oversee the implementation of changes in the Finance Department.

Initiate, review, and implement through internal controls, policies, and procedures for assigned areas of responsibility.

Responsible for cash management and treasury functions of the Tribal operations.

Manage the financial reporting aspects of contracts and grants funding which includes maintaining proper documentation relating to awards/budgets, loan draws, and external reporting to granting agency. Work closely with contracts/grants staff to ensure compliance.

Document, review, and maintain departmental procedures and policies to assure consistency and provide training to accounting staff members.

Communicate with program directors and other staff regarding the timelines, accuracy, and implications of financial records and data. Review fiscal year budget for the responsible divisions; monitor spending and recommend/initiate corrective action to ensure fiscal compliance.

DUTIES & RESPONSIBILITIES cont.:

Provide monthly financial reporting to Tribal Council as required of all program directors, and in accordance with Tribal personnel policies.

Plan, direct, coordinate and review the work plan for finance staff; assign work activities; meet with staff to identify and resolve problems.

Supervise a variety of personnel actions to include, but not limited to, hiring, performance evaluations, promotions, transfers, vacation requests, and dismissals.

Ensure Indirect Cost Proposals are submitted and approved on an annual basis.

Perform other related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of: Governmental accounting principles, theories and practices; auditing principles and methods; administration of fiscal affairs; working with financial institutions and investment firms; GASB-34 requirements; pertinent Federal, State, and local laws, codes, and regulations; computer software specific to the department; preparation/review of financial statements in accordance with Generally Accepted Accounting Principles; principles of supervision, training and performance evaluation; budget development and control; thorough internal control practices and procedures; principles of revenue collection and monitoring, financial auditing, financial record-keeping and reporting.

Ability to: Oversee and participate in the management of a comprehensive, integrated accounting program; perform specialized accounting assignments; perform account reconciliations and financial statement analysis; understand the organization and operation of the Tribe and of outside agencies; plan, organize, and supervise assigned areas of responsibility; select, supervise, and evaluate the performance of assigned staff; exercise flexibility; organize and prioritize work in order to meet timelines and deadlines; analyze situations, make sound recommendations, and project consequences of proposed actions; monitor and verify the accuracy of fiscal records and reports; make mathematical calculations quickly and accurately; analyze, develop, modify, and document departmental procedures and practices in accordance with sound internal controls; write clear, concise and accurate fiscal accounting records and narrative reports; communicate orally in a clear, concise manner; establish, maintain, and foster effective working relationships with those contacted in the course of work

Must have a valid driver's license and reliable transportation. Must be bondable.

REQUIRED EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with a Bachelor degree in Business Administration, with an Accounting or Finance emphasis. CIA, CPA, or MBA preferred, but not required. A minimum of five years of progressively responsible experience in a public accounting environment or any equivalent combination of training and experience. At least five years' experience with various computer accounting systems within a network structure. At least three years supervisory experience in a governmental setting.

TO APPLY: Applications may be obtained from the Human Resources Office at the Tribal Administrative Building in Nixon, Nevada; by writing to the Pyramid Lake Paiute Tribe at PO Box 256, Nixon, NV 89424; or by calling the Human Resources Office at (775) 574-1000/1001, Extension 1119/1120. www.plphumanresources.org

The Pyramid Lake Paiute Tribe is a drug free work place. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment. . In addition, the Tribe implements a Background Investigation Program in which all employees are subject to a background investigation and favorable suitability determination as a condition of employment.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Pyramid Lake Paiute Tribe is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.