



THE COQUILLE INDIAN TRIBE

CLOSES AUGUST 10, 2018 AT 5:00 PM

Complete application packet should comprise of:

- Cover Letter
- Coquille Tribe Employment Application
- Resume
- Unofficial Copy of College Transcripts, if applicable

Job Title: ASSISTANT CONTROLLER
Department: Finance
Reports to: CFO
FLSA Status: Exempt – Full Time
Salary Grade: \$68,286 to \$110,965, annually; DOE
Location: Coos Bay/North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

JOB SUMMARY OF MAJOR FUNCTIONS

The Assistant Controller works under the direct supervision of the Chief Financial Officer and is responsible for assisting the Controller with the day to day accounting functions of the Tribe, including but not limited to the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy reported financial results, and ensure that reported results comply with generally accepted accounting principles.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assist with the management of the day-to-day accounting functions and operations of the Financial Management Department and serve as Acting Controller in the Controller's absence or unavailability.
2. Help ensure compliance with all granting/funding agency agreements, Tribal Fiscal laws and policies, and governmental accounting standards.
3. Assist with maintaining the Tribe's computerized governmental fund accounting system and all necessary subsidiary systems and controls.
4. Help ensure that accurate general ledger account balances are maintained throughout the year and prepare adjusting journal entries as necessary.
5. Assist the CFO in analysis and preparation of annual Tribal financial statements for auditor review.
6. Prepare or direct the preparation of monthly expenditure and budget variance reports for department and program managers.
7. At the request and direction of the CFO, assist with the preparation and coordination of the Tribe's annual budget.
8. Work with other Tribal entities and employees on financial and budgetary matters, as needed.
9. Monitor cash balances and assist with reconciling cash balances with bank statements.

10. Maintain internal control processes and review procedures necessary to ensure accuracy of financial data and appropriateness and allowableness of transactions.
11. Assist the CFO with the preparation of annual indirect cost proposals and assist with negotiations, as necessary.
12. Serve as back-up support for all accounting functions and troubleshoot when necessary.
13. Work with the Controller and CFO to coordinate and facilitate the annual audit of the Tribal government.
14. Maintain working relationships with banks, lending institutions, consultants, service providers, auditors, other government agencies, etc.
15. Assist the Controller in the oversight of Tribal risk management and direct and report results of risk assessments to CFO and other appropriate Executive Management.
16. Assist the Controller in the oversight of procurement to ensure compliance with Tribal procurement policy and any requirements specific to funding agencies.
17. Maintain Tribal property management systems and coordinate physical inventories.
18. Develop and maintain automated processes, as needed, to reduce paperwork and improve efficiencies for the Tribal organization.
19. Develop and maintain appropriate procedure manuals for all accounting functions.
20. Work with Records Management to ensure proper maintenance, storage and destruction of Tribal financial records.
21. Other assignments and responsibilities as directed by the CFO.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of the work requirements that may be inherent in the job.

PHYSICAL REQUIREMENTS

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires walking, standing, sitting for extended periods of time, raising or lowering objects, stooping and occasionally requires lifting up to 25 pounds. Will often be required to travel by automobile, commercial or private carrier. Local travel is frequently required, statewide and national travel is occasionally required. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills with strengths in team building, and cooperative problem solving. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
2. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
3. Working knowledge of generally accepted accounting principles.
4. Ability to make decisions independently in accordance with established policy and procedures.
5. Ability to exercise excellent organization, time management, analytical and problem solving skills.
6. Must have acute attention to detail and demonstrate effectiveness in managing multiple work assignments simultaneously, often under strict deadlines. Work accuracy is essential. Be computer literate. In addition to maintaining proficiency in the Tribe's accounting software (Abila MIP Fund Accounting), exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.
7. Ability to work with mathematical concepts such as basic arithmetic.
8. Knowledge of budget preparation and fiscal management.

9. Knowledge of and skill in applying advanced governmental accounting concepts, techniques and principles.
10. Ability to work cooperatively with other departments to accomplish assigned tasks; ability to develop good working relationships with other departments in the organization.

MINIMUM QUALIFICATIONS

- A. Bachelor's degree in accounting, business administration or related field required. MBA and/or CPA a plus.
- B. Two (2) years' work experience in governmental accounting and demonstrated knowledge of governmental payroll, accounts payable and procurement systems. Preference given for Tribal government experience.
- C. Working knowledge of governmental fund accounting is required, including standards promulgated by the Government Accounting Standards Board.
- D. Knowledge of and experience in application of federal rules and regulations governing the use of federal funds is preferred.
- E. Demonstrated analytical skills and professional judgment for decision making required.
- F. Excellent interpersonal and communication skills required.
- G. Supervisory experience a plus.
- H. Experience with accounting software systems and Microsoft Office required. Familiarity with Abila MIP Fund Accounting software desired.
- I. Knowledge of or experience with working with Native American Culture, government, health and gaming issues desired.
- J. Current and valid Oregon driver's license in good standing is required with no insurability restrictions from the Tribe's insurance carrier.

Visit www.coquilletribe.org for an application

Contact HR at 541-756-0904

Submit completed applications to:

Human Resources Director

Coquille Indian Tribe Administration Offices

3050 Tremont St. North Bend, OR 97459