



AUGUSTINE BAND OF CAHUILLA INDIANS

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Telephone: (760) 398-4722

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Tribal Chairperson: Amanda Vance

Position: Controller

Status: Full-Time; Exempt

Starting Salary: DOE

This position is open until filled. All resumes and inquiries can be submitted to kfox@augustinetribes.com No phone calls, please.

Summary:

Under policy direction from the Tribal Council and Chief Finance Officer (CFO), the Controller directs the Tribe's governmental accounting and procurement functions at the Tribal Administration including the Tribe's solar and farming operations. This position's primary responsibility is to maintain the Tribe's books and records under generally accepted accounting principles continuously striving to adopt best practices. This position assists the CFO with the financial and grant audits, preparation of internal financial reports, preparation of annual operating and capital budgets. This position oversees all of the following operational accounting functions: general ledger, fixed assets, payroll processing, accounts receivable, accounts payable and grant & program cost accounting. The Controller integrates and coordinates cross-functionally with staff regarding the accounting and administration of the Tribe's grants, Tribal Member programs, Per Capita and Children's Trust distributions. The Controller leads and directs the work of the accounting staff providing expertise in governmental accounting with a strong understanding of internal controls and public policy protocols.

Knowledge, Skills and Job Requirements:

Knowledge:

- Principles and practices of general, enterprise and governmental accounting including financial statement preparation and methods of financial control and reporting.
- Principles and practices of cost accounting.
- Internal control and audit principles and practices.
- Laws and regulations relating to the financial administration of Tribes.
- Tribal Administration functions and associated accounting, financial management and reporting issues.
- GAAP and GASB accounting standards and requirements.

- Principles and practices of business data processing particularly related to the processing of accounting and financial information.
- The operations, requirements and codes of automated general ledger system.
- Principles and practices of effective management and supervision.

Skills:

- Plan, organize, manage, and integrate the Tribal Administration accounting activities and operations to meet the Tribal Administration objectives, professional standards and legal requirements.
- Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations on accordance with laws, regulations, rules and policies.
- Analyze and make sound recommendations on complex accounting data and operations.
- Understand, interpret, explain and apply Tribal Administration policies and applicable federal laws regulating Tribal Administration financial reporting and recordkeeping.
- Plan and evaluate Tribal member programs and make sound recommendations for improvement.
- Develop and implement financial procedures and controls.
- Perform complicated mathematical calculations and analyses.
- Prepare clear, concise and comprehensive financial statements, reports and written materials.
- Exercise sound, expert independent judgment within general policy guidelines.
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues.
- Establish and maintain effective working relationships with all levels of Tribal Administration management, business partners, Tribal Members and others encountered in the course of work.
- Knowledge of intercompany transactions proper accounting treatment for transfers between enterprises.

Licensing Requirements:

- Certified Public Accountant, Certified Internal Auditor or Certified Management Accountant is required.
- Must be 21 years of age.
- Must be able to pass a pre-employment background investigation which includes providing 12-months of bank statements, the previous two years tax returns as well as a criminal background check and credit check.

Education and/or Experience:

Graduation from a four-year college or university with a major in accounting, finance, business administration or a closely related field; at least seven years of progressively responsible professional accounting experience, preferably in a tribal, county or local government; or an equivalent combination of training and experience.

WORK ENVIRONMENT:

Work will be performed in a standard office setting with standard office equipment, including a computer, copy machine, fax machine, etc. Generally a quiet environment but interruptions may be frequent. Moving, transporting, positioning, lifting and carrying files weighing up to 10 pounds may be performed regularly. This job requires long periods of reading printed materials and viewing a computer screen. This position requires frequent communication using the telephone, email and face-to-face meetings. The Controller may be subject to a smoke filled environment when entering Augustine Casino for any reason. Reasonable accommodation will be provided.

DISCLAIMERS:

- **This description reflects management's assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned;**
- **This job description is subject to change at any time.**

Approved by Tribal Chairperson on _____.

Tribal Chairperson Signature

Tribal Operations Manager Signature

Date _____