

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Controller

EXEMPT: Yes	JOB CODE: 1-OL T2
TARGET SALARY: \$90,000 to \$100,000/DOQ	SHIFT: 8:00 to 5:00
PROGRAM: Finance	LOCATION: Building
REPORTS TO: Operations Director	

SUMMARY: The Controller is responsible for the financial activities of the Makah Tribal Council including maintaining accounting systems for all activities and entities and maintaining a system of internal control that ensures that the Council's financial assets are adequately safeguarded, and financial transactions are properly recorded and reconciled.

Nature of work: This is a working position within the administrative services department and is actively involved in functions including but not limited to grants and contracts, accounts payable, payroll, accounts receivable, budgeting, audit functions, fixed assets, procurement, and information technology. This position is responsible for retaining a general proficiency of all day-to-day activities of the administrative service department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Maintains a system of internal controls over self-governance and grant finance administration including cash management oversight, budgeting, compliance monitoring oversight, and financial reporting. Ensures that all cash receipts are requested and reported in the accounting system accurately and timely.

Ensures organizational understanding and compliance with the financial policies and procedures. This includes a comprehensive understanding of BIA and IHS self-governance programs and grants and contracts compliance and reporting requirements.

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Revised 12/19/01

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Reclassified 05/22/07

Revised 02/19/08

Revised 07/18/19

Revised 08/13/19

Reclass 06/01/21

Provides Council and managers financial reports to assist in their oversight responsibilities. Prepares and presents monthly financial reports to Tribal Council and the annual and quarterly financial reports to the General Council. Prepares and reports to Tribal Council all request for analyses and special project implementation and review.

Supervises and oversees all administrative service personnel, including evaluating performance, hiring, discipline and providing relevant training and professional development opportunities.

Develops, reviews, and maintains the organizational financial policies and procedures relating to all Makah Tribal Council entities including but not limited to enterprises, government, and clinic.

Responsible for maintaining the Council's financial records for completeness and accuracy which include, but not limited to, the general ledger, bank reconciliations, year-end closing adjustments, journal entries, and account balance analysis. The maintenance of historical records both hard copy and electronic records.

Implements and monitors the Council's annual budget development process and execution and ongoing monitoring of the budgets. Interacts with department staff and provides information and assistance.

Coordinates and prepares for the annual audits, ensuring it is completed on time and that all audit findings and recommendations are corrected and implemented. Works with auditors to organize audit scheduling, supply documents and fulfill information requests for review.

Administers the Council's accounting system software packages Abila MIP Fund Accounting. This includes but not limited to setting up users and securities within the organizations systems of internal control.

Serves as the banking representative for the organization including but not limited to ensuring compliance with loan covenants, bank, and investment accounts.

Works in partnership with the HR Director on the maintenance of insurance plans including but not limited to medical, dental, life, retirement, and worker's compensation.

Serves as the insurance representative for the tribe regarding the organization's liability, property, and auto insurance. Reports and ensures claims are reported and settled in a timely manner.

Responsible for the negotiation of the Council's indirect cost rate proposal each year. The preparation of the indirect cost rate proposal can be contracted out, but the negotiation of the indirect cost rate is the responsibility of the controller.

Prepares and manages the Administrative Service Department budgets.

Responsible for maintaining the Council property management system. Which involves reconciliation of current year additions, current year deletions and depreciation. This process can be delegated however the controller is responsible for all adjustments and accruals.

Serve as the Tribes FEMA and Washington State EMD disaster assistance representative. Works with FEMA and the state with natural and manmade disasters, damage assessment, document expenditures, requests payments, and assist with budgeting repairs and mitigation.

Responsible for overseeing the Councils tax credit programs fiscal reporting and quarterly compliance and audits. This incorporates the housing HDS system and the MIP accounting system. This position also incorporates all required inquiries from the tax credit partners. This includes preparation of the annual and quarterly financial and compliance requirements. The Controller must coordinate the information from Housing systems and MIP systems to meet the tax credit requirement. This responsibility not be delegated.

Oversees the Council's information technology department to ensure that there are adequate safeguards to prevent unauthorized access to the Tribes IT infrastructure and that the infrastructure is current with both hardware and software needs.

Oversees the Councils self-governance negotiation for the Bureau of Indian Affairs and Indian Health services. Works closely with the budget officer with self-governance budgets.

Manages General Services Organization (GSA) leases. This responsibility may be delegated.

SUPERVISORY RESPONSIBILITIES:

Directly supervises 4-8 employees in the Finance program. Carries out supervisory responsibilities in accordance with organization's policies and

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applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

Must possess a minimum of a bachelor's degree in accounting, and five years' experience related to Tribal accounting oversight responsibilities.

Must be a certified Public Accountant licensed in the State of Washington.

Must have proven experience in managing all aspects of Micro Information Products (MIP) computerized accounting system.

Must have proven experience with grant finance administration and coordination of audits and regulatory reviews.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquires or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conforms to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS:

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation's techniques, sampling theory, and factor analysis.

Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory. Ability to work with concepts such as limits, rings, quadratic and differential equations, and proofs of theorems.

REASONING ABILITY:

Ability to define problems collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have a valid Washington State Drivers license and insurable. May be required to drive a Tribal GSA vehicle to perform job duties. If so, a driving history/background check will be conducted on the applicant.

This position is classified as a sensitive Tribal position. Therefore, applicant must submit to and clear a pre-employment criminal background check.

OTHER SKILLS AND ABILITIES:

Must be able to prepare reports and effectively present information to Council, management, and public groups.

Must have organized work habits which will assure timely and accurate submission of reports, grant requests, budgets, and other time sensitive materials.

Proficiency with Micro Soft Word and Excel software.

Demonstrates familiarity with computer support issues and their associated management issues.

Demonstrates ability to communicate effectively verbally and in writing in the presentation of financial information, plans, and recommendations.

Demonstrates understanding of major issues affecting assigned functional areas.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

PHYSICAL DEMANDS The physical demands 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.

The employee must occasionally lift and/or move up to 65 pounds.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is typically performed in a normal office environment. The noise level in the work environment is usually moderate.

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council
Human Resources
P.O. Box 115
71 Makah Bay Drive
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: katherine.thompson@makah.com

OPEN: June 25, 2021
CLOSE July 23, 2021

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.