POSITION: Controller I
Finance Department

SALARY RANGE: ($64,875-$81,094) + Annual & Sick Leave (SALARY-Not Eligible)

OPENING DATE: January 09, 2020  CLOSING DATE: Until Filled.

SCOPE OF WORK:
The Controller I is responsible for the accounting operations and ensure fiscal responsibilities in accordance with the SRST Financial policies and procedures of the Standing Rock Sioux Tribe; 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 of the Tribe’s reported financial results, and ensure that reported results comply with Generally Accepted Accounting Principles (GAAP).

SUPERVISION: The Controller I will work under the supervision of the Finance Department, Chief Financial Officer who will provide guidance, direction and conduct performance evaluations.

DUTIES AND RESPONSIBILITIES:
1. Provide oversight of the activities of the Tribes accounting operations, internal and external monthly financial statements, annual audits, and annual budgets.
2. Ensure for the accurate and timely dissemination of financial management reports.
3. Assist with the development of recommendations of major Tribal economic strategies, financial objectives, and accounting policies for the Tribe.
4. Provides recommendation for modifications, updates and revisions to existing accounting policies & procedures and standard operating procedures.
5. Coordinate and monitor budgetary and accounting functions and conducts periodic evaluation of electronic accounting systems.
6. Maintain system of bank accounts and deposits, subsidiary ledgers (cash disbursements, cash receipts, accounts payable, month-end payroll summary, accounts receivable summary, intergovernmental receivables, grant related unearned revenues, and journal entries for adjustments to the general ledger), fund general ledgers, trial balances, and balance sheets.
7. Review completed bank reconciliations, develop profit & loss statements, balance sheets and financial registers that forecast the Tribes financial stability; Prepare financial statements such as cash flow projections.
8. Assist with the coordination, timely preparation and submission of monthly, quarterly, and annual financial statements to meet internal and external reporting requirements, including the federal financial reports (SF-425's).
9. Provide oversight in the preparation of financial statements for federal regulatory agencies and external auditors.

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10. Assist the external auditors to complete the annual audit by ensuring that all necessary “PBC’s” are completed and reviewed.
11. Provide all requested transactions and disbursement records to the auditor.
12. Prepare schedules and analyses reports, documentation and schedules.
13. Implement methods for sound financial planning and develop cost control procedures and analyze variances.
14. Monitor and evaluate the general ledger system and recommend general ledger upgrades as needed.
15. Monitor and evaluate the system of accounts, records of transactions and assets on a monthly basis.
16. Collect, summarize and interpret financial data to be utilized in the preparation of annual budgets and provide funding forecasts.
17. Complete and submit necessary financial paperwork to federal and state regulatory agencies as required.
18. Provide supervision of the Controller to ensure fiscal responsibilities and accounting operations are conducted in accordance with the SRST Financial policies and procedures and daily functions and activity are conducted in an accurate and efficient manner.
19. Perform tasks within the scope of the Finance Department operation as assigned.

QUALIFICATIONS:
1. Certified Public Accountant (CPA) required with Bachelor’s degree in Economics, Business Finance, Accounting, or Business Management with five (5) years documented professional experience in management and supervisory capacity, Generally Accepted Accounting Principles (GAAP) and fund accounting or Tribal Finance related field.
2. High level mathematical, financial analyses and forecasting of income, funding sources and revenues.
3. Excellent computer operation with working knowledge of Microsoft computer applications (Word, Excel, and Access) and accounting applications and software (Great Plains required).
4. Efficient in office equipment (copy, scanner, printers, and telephone) operation.
5. Excellent verbal and written communication skills with ability to understand and carry out both verbal and written instructions and request clarification when needed.
6. Solid Customer Service skills with ability to perform in challenging situations with professionalism and tact.
7. Must pass a required background check, never convicted of a felony or any crime involving the mishandling of money or financial accounts.
8. Valid Driver’s license and meet insurability requirements.

JOB REQUIREMENTS:
1. Demonstrate effective knowledge of Standing Rock Sioux Tribe Financial Management Policies and tribal management systems, Generally Accepted Accounting Principles (GAAP), professional code of ethics, personnel policy and procedures and applicable tribal and federal laws.
2. Ability to work with minimal supervision and apply sound judgement with clear understanding of when consultation and/or approval of Chief Finance Officer is needed.
3. Demonstrate a professional level of understanding of financial reporting.
4. Demonstrate a professional level of understanding of financial reporting with ability to effectively prepare of records, statements and accounts on demand with accuracy and efficiency.
5. Demonstrate effective knowledge of payroll and tribal taxes, and regulatory reporting requirements.
6. Demonstrate competency in working with numerical data with ability formulize computations accurately.
7. Ability to effectively utilize accounting software; become proficient in electronic/automated/computerized accounting operating system
8. Ability to work directly with outside auditors with solid understanding of the various interrelationships among the balance sheet, income statement, and statement of cash flows.
9. Demonstrate excellent problem-solving skills and understanding of various transaction details.
10. Ability to provide accurate and timely information to various parts of the Tribe with effective time-management, analytical, organizational and follow-up skills.
11. Demonstrate strong work ethic, management and organizational skills with special attention to detail with ability to concurrently work on multiple tasks and under pressure in order to meet deadlines.
12. Demonstrate strategic thinking and ability to examine and question assumptions with professional judgment.
13. Ability to be highly effective presenter in order to explain complex financial concepts of the financial sector to Tribal Council, Tribal Management, Committees, Program Directors, and Finance Department Personnel.
14. Demonstrate leadership skills in a high volume, fast paced environment as well as collaborate with peers and staff
15. Demonstrate unwavering ethical conduct, confidentiality and integrity and sign confidentiality statement.
16. Ability to perform manual and finger dexterity for operation of personal computer and routine paperwork, sit with tolerance to exposure to computer screen for extended periods.

NOTICE: SELECTED CANDIDATE(S) FOR STANDING ROCK SIOUX TRIBE POSITIONS ARE SUBJECT TO ALCOHOL AND DRUG TESTING. FAILURE TO ADHERE AND SUCCESSFULLY PASS THE ALCOHOL AND DRUG TESTING WILL BE CAUSE FOR REVOCATION OF JOB OFFER.

No Tribal housing is available. The position is located at the Finance Department, Standing Rock Tribal Service Center, Fort Yates, ND.

APPLICATIONS:
Applicants may submit a Tribal application to the Human Resource Department, Standing Rock Sioux Tribe, P.O. Box D, Fort Yates, ND 58538.

ALL APPLICATIONS RECEIVED AFTER 4:30PM ON THE CLOSING DATE WILL NOT BE CONSIDERED.