

Sitka Tribe of Alaska
Job Description
Controller

Exempt: Yes

Benefits: Yes

Hours: 8:00 a.m. - 4:30 p.m.

Prepared by: General Manager

Salary Range: 10

Department: Administration

Reports to: Finance Director

Approved: May 3, 2021

I. SUMMARY:

The Controller is responsible for planning, organizing, directing, and coordinating the complete financial function for the Sitka Tribe of Alaska as directed by the Finance Director. The Controller supervises the finance staff. Department management requires that the Controller work closely with finance staff to provide accounting services to the Tribe and departments within STA. To successfully execute the job, the individual must adequately perform all duties and responsibilities below. The selected candidate must be willing to live in Sitka and will have the opportunity to step in the role of the Finance Director after a period, dependent on suitability or fitness to assume that role.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

A. Supervision and Authority

- Supervise the Finance Department staff
- Responsible for planning and directing regular staff meetings of the Finance Department under the guidance of the Finance Director, addressing problems, concerns, workload, priorities, weekly assignments/duties, To Do lists, etc.
- Conduct regular evaluations and ensuring that the STA Handbook and other policies and procedures are followed
- Coordinate with staff to ensure that appropriate training, as opportunities and funding for such are available, is pursued

B. General Duties

- Plan, organize, direct, and supervise the Finance staff and oversee the accounting system, fixed assets, general ledger, customer billing, collection, and payroll
 - Approve and authorize the recording of fixed assets: transfers, additions, and deletions
 - Approve and authorize the recording of General Ledger activities
 - Maintain and control the STA Chart of Accounts
 - Implement, monitor, and maintain internal controls
 - Oversee disbursement of all funds in the absence of the Finance Director
 - Maintain journal entry files

- Conduct periodic reconciliation of balance sheet accounts as directed by Finance Director
- Cross-train on A/R, A/P, and payroll
- Prepare the monthly financial statements
 - Monitor and provide directors with departmental budget to actual reports monthly
 - Prepare and submit required grant financial reports
 - Maintain finance grant files, complete drawdowns on grants as directed by Finance Director
- Oversee the annual audit preparation and timelines as directed by the Finance Director
- Implement, monitor, and ensure compliance with all financial policies, procedures, including necessary ordinances
- Assist Finance Director and GM in conducting long-range financial planning and budgeting
- Attend applicable trainings as approved
- Support the Finance Director in drafting the Finance department annual goals/objectives/plans

C. Meetings, STA Reporting, Professional Conduct, and Other

- Keep Finance Director and General Manager informed concerning work progress, including present and potential problems and suggestions for new or improved ways of addressing problems
- Meet with Finance Director, GM, Directors, and Finance staff quarterly, prior to the Finance Committee review to review quarterly financials; prepare quarterly finance recommendations for the General Manager
- Attend STA all staff meetings
- Participate in STA all-staff events which may occur after hours or on weekends, including but not limited to Annual Picnic, Annual Meeting, Annual Native American Heritage month activities, and other all-staff events that arise throughout the year
- Prepare monthly reports of activities and any items assigned to prepare by the Finance Director and GM for inclusion in the Tribal Council regular meeting packet.
- Assist the Finance Director in preparing Annual financial report to Tribal Citizens/Council to be included the Annual Report
- Respond to questions or requests for information in a professional, courteous, and timely manner
- Maintain confidentiality of all financial information/personnel information
- Other duties as assigned by the Finance Director or General Manager.

III. MINIMUM QUALIFICATIONS:

A. Education

- Graduation from an accredited college or university with a bachelor's degree in accounting or closely related business field.

OR

- Accountant with a degree and at least five years of work experience in governmental accounting or not-for-profit accounting using Fund Accounting.

B. Experience

- A minimum of three years of experience in tribal governmental accounting
- A minimum of five years supervising staff

C. Knowledge, Skills and Abilities

- Comprehensive knowledge of applicable Generally Accepted Accounting Principles (GAAP)
- Excellent written and oral communication skills.
- Ability to communicate well with others, both orally and/or in writing, using both technical and non-technical language
- Ability to:
 - Build and communicate complex financial reports, records and analyze financial data
 - Balance competing priorities to achieve goals and work under pressure
 - Handle confidential employee and administrative information with tact and discretion
 - Work independently with minimal guidance, take initiative and work as a team player
- In previous employment, demonstrated ability to be a reliable worker (show up on time and consistent with the required work schedule)

IV. PREFERRED KNOWLEDGE, SKILLS AND ABILITIES

- CPA preferred
- Understanding of the Native Community in Sitka
- Advanced knowledge of MIP Fund Accounting software with demonstrated previous experience using this software.
- Government Accounting and Auditing Financial Reporting (GAAFR)
- Previous experience working for a tribal government

V. PREFERENCE

Tribal Citizen and Native preference in hiring applies as outlined in the STA Hiring Policy and Procedure and the STA Employee Handbook.

VI. ADDITIONAL

A. Criminal Background Check

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check. No individual may fill this position who:

- Who has been convicted of any crime involving a sexual offense.
- Who has ever been convicted or plead no contest to two misdemeanors or one felony crime involving theft or dishonesty.
- Who has ever been convicted of, pled guilty or no contest to, or has a current pending charge of, a felony.
- Who has ever been convicted of or pled guilty or no contest to a crime involving theft or dishonesty or a violation of a gambling law.

The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual's immediate supervisor.

B. Drug and Alcohol-Free Workplace

This position is required to comply with the Sitka Tribe of Alaska's Drug and Alcohol-Free Workplace Ordinance. This position therefore is subject to reasonable suspicion and follow-up drug/and or alcohol testing.