

**SILETZ TRIBAL BUSINESS COORPRATION
JOB VACANCY ANNOUNCEMENT**

Opening Date: June 30, 2010
Closing Date: July 21, 2010
Job Title: Controller
Salary/Wage: \$65,000+, DOQ/E
Location: Lincoln City, Oregon
Job Posting Number: 201042
Classification: At Will – Full-time

Introduction:

The Controller is responsible for all activities of the Finance and Accounting Department to achieve the objectives established by the Siletz Tribal Business Corporation. The Controller is responsible for the company's overall financial plans, policies, budgets and maintaining positive relationships with financial institutions. Ensures the financial accounting system (Sage MIP operating platform) is accurate, efficient and in accordance with professional accounting practices and regulations.

Requirements:

Bachelor's Degree in Accounting and five years experience in fiscal management of governmental, fund, and entrepreneurial business accounting. 4 years of supervisory experience. CPA required. Experience and working knowledge of all accounting cycle functions. Ability to manage multiple projects at once. Strong interpersonal communication skills. Strong written communication skills. Strong analytical skills. Able to work in an ever changing environment. Able to effectively meet deadlines. Grant administration experience. Real Estate experience. Must have a valid Oregon State Driver's License. Must be able to obtain a gaming license. Must occasionally work weekends and evenings. Must maintain confidentiality of information.

Duties:

Supervises Financial and Operational Accounting Staff and Administrative staff. Directs and oversees budgeting, audit, tax, accounting, purchasing, human resources, real estate and insurance activities for the organization. Protects business assets by establishing sound internal controls, internal auditing and proper insurance coverage. Ensures general accounting, accounts payable, accounts receivable and payroll activities are carried out in accordance with standards established by the STBC. Ensures accounting personnel perform their duties in accordance with the STBC operating procedures. Maintains financial records in accordance with generally accepted accounting principals, standards and practices. Establishes and monitors budgets. Assists the Economic Development

Director with financial planning and maintenance by: Preparing short and long-range plans. Monitoring revenue and expense budgets in accordance with company profit goals. Forecasting short and long-range cash requirements to assure adequate funds are available. Prepares pre-development and development budgets and pro-formas and assists the project managers with Business Plan preparation for new economic development projects. Reviews approved budgets and exercises accounting control to ensure expenditures do not exceed amounts authorized and availability of funds. Works with Project Managers to re-forecast budgets as required. Recommends techniques to improve productivity, increase efficiencies, cut costs and take advantage of opportunities. Coordinates an adequate plan providing cost standards and saving opportunities and capital investing. Keeps the Economic Development Director informed of the company's performance and provides advice on all financial matters. Interprets operating results as they affect the financial aspects of the company and makes recommendations for cost reductions and profit improvement as required. Analysis of financial reports and accounts as needed for Economic Development Director and STBC Board of Directors as needed. Other duties as assigned.

HOW TO APPLY:

All applicants must submit a **Tribal** "Application for Employment Form". Applications must be received by the closing date of this announcement to receive consideration.

TO RECEIVE CREDIT FOR TRAINING OR EDUCATION, DOCUMENTATION MUST BE PROVIDED.

If applying for more than one position, separate applications will be required for each position.

The high school diploma/GED requirement will be waived for Tribal Elders

SEND APPLICATIONS TO: Confederated Tribes of Siletz Indians
Attn: Human Resources Department
P.O. Box 549
Siletz, OR 97380

Fax number 541-444-8375 or 1-800-922-1399 ext. 1375

Human Resources 1-800-922-1399 ext. 1274

Conditions of Employment:

The selectee will be required to submit to a urinalysis to screen for illegal drug use before employment.

Must be able to obtain a gaming license.

May need to provide DMV Driver Record and proof on Automobile insurance.

The Tribe's Indian Preference Policy will apply. Tribal government will not discriminate in selection because of race, creed, age, sex, color, national origin, physical handicap, marital status, politics, membership, and non-membership in an employee organization.