



Siletz Tribal Business Corporation

Job Description

Job Title: Controller
Salary/Wage: \$65,000/yr - \$82,000/yr
Location: Lincoln City, Oregon
Classification: Exempt, Full Time
Job Posting Number: 201824

Introduction:

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

Requirements:

Bachelor's Degree in Accounting, or Bachelor of Science in Business Administration with additional course work in accounting, and economics or public administration. CPA preferred. Five (5) years' experience in fiscal management of governmental, fund and entrepreneurial business accounting. Four years (4) of supervisory experience. Experience and working knowledge of all accounting cycle functions. Experience with integrated accounting software, such as SAGE MIP, Peach Tree or Great Plains preferred. 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 preparation and administration experience. Proficient in Microsoft Office and Excel. 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 specific to financial controller duties, 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. Maintains financial records in accordance with generally accepted accounting principles (GAAP), standards and practices. Establishes and monitors budgets. Assists the STBC CEO 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 as directed by CEO and assists Project Managers with Business Plan preparation for new economic development projects. Reviews approved budgets and exercises accounting controls to ensure expenditures do not exceed amounts authorized and availability of funds. Works with CEO and Project Managers to re-forecast budgets as required. Recommends techniques to improve productivity, increase efficiencies, cut costs and take advantage of cost management opportunities. Coordinates an adequate

plan providing cost standards, saving opportunities, and capital investing. Keeps the STBC CEO 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 CEO and STBC Board of Directors as needed. Oversees consumer loan processes, accounting transactions and reports associated with STBC businesses. Participates in organization-wide committees (Investments, Benefits, Audit, etc.) Performs other duties as assigned by CEO.

All new employees will be evaluated after completing their first six months of employment. After that period, all Employees will be evaluated on an annual basis.

HOW TO APPLY:

All applicants must submit a STBC "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.

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

Website www.ctsi.nsn.us

Conditions of Employment:

All employees are considered "at-will" employees, meaning STBC or the employee may terminate the employment relationship at any time with or without cause or notice.

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

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.