

Little Traverse Bay Bands of Odawa Indians

7500 Odawa Circle Harbor Springs, MI 49740

Tel: 231-242-1555 • Fax: 231-242-1565

hr@ltbbodawa-nsn.gov

Job Posting

Job Title: CONTROLLER
Department: Accounting
Reports To: Chief Financial Officer
Status: Exempt
Salary Range: \$51,814 to \$68,966
Level: 7
Open Date: August 20, 2010
Closing Date: September 10, 2010

SUMMARY

Under the supervision of the CFO, monitors financial and other asset activities of the LTBB Governmental Operations through the highest standards of accounting procedures. Prepares special financial and statistical reports and statements. Prepares and presents written and verbal reports. Directs the day-to-day activities of the support staff within the Governmental Accounting Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, other duties may be assigned.

- Oversees daily processing and accounting for revenue and expenditures by departments: audits and reports financial transactions to funding sources: ensures accuracy, completeness, and compliance with tribal, local, state and federal requirements, and standard accounting and audit procedures.
- Maintains key unrestricted and/or restricted fund ledgers and provides specialized accounting for the maintenance, control and reporting of revenues, expenditures, assets, liabilities, equities and payroll.
- Interprets and analyzes financial operations and transactions, forecast trends, and develops special complex reports and analyses for management.
- Monitors and maintains appropriate revenue levels by actions such as letter of credit, draw downs and cost reimbursement billings; oversees major liability accounts for the tribal government.
- Develops complex accounting and database applications.
- Keeps abreast of tribal government policies and procedures, current developments in accounting professions, and changes in local, state, and federal laws, as applicable.
- Oversees the supervision of assigned personnel, which includes work allocation, training, and problem resolution; evaluates performance and makes recommendations for personnel actions; motivates employees through leadership to achieve peak productivity and performance.
- Interacts with governmental auditors and assists independent auditors with interim and year-end audits, as appropriate.

- Performs miscellaneous job-related duties as assigned.

SUPERVISORY RESPONSIBILITIES

Directly supervises 7 to 8 employees in the Accounting Department. Carries out supervisory responsibilities in accordance with the Tribal Government's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

Bachelor's Degree in Accounting and five years experience in accounting operations, which include 3 years experience in Governmental or Not for Profit accounting experience required. Knowledge of Tribal Governmental Accounting principals and/or procedures required. Minimum 1 year supervisory experience required.

LANGUAGE SKILLS

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

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

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.

COMPUTER SKILLS

To perform this job successfully, an individual should have knowledge of Accounting software; Contact Management systems; Database software; internet software, Payroll systems; Spreadsheet software and Word Processing software.

PHYSICAL DEMANDS

The physical demands describe 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.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

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 noise level of the work environment is usually quiet.

OTHER QUALIFICATIONS

Indian Preference will apply.

