

JOB OPENING ANNOUNCEMENT

Job Title: Controller

Report To: Finance Director/Treasurer

Department: Finance

Job Vacancy: YAN-19-078

Status: Full-Time; Exempt

Starting Wage: DOE

Opening Date: 08/19/2019

Closing Date: 09/06/2019

POSITION DESCRIPTION:

Controller assists the Finance Director in planning, directing and coordinating the financial and accounting functions of the Yavapai-Apache Nation. Controller is also responsible for annual budget preparation. Prepares all schedules for auditors and is responsible for closing books at year end. Prepares and reviews excise, payroll, sales, and other applicable tax returns. Implements accounting procedural changes in order to strengthen internal controls and ensures that established accounting policies and procedures are followed. Develops and analyzes financial information necessary to assess the current and future status of the Nation and its departments, programs and businesses. Compares actual financial results to budgets and works with department managers on variances. Performs annual and semi-annual workers compensation audits. Supervises and coordinates the work of Accounting Department staff. Directs and participates in financial audits.

QUALIFICATIONS:

- Bachelors' degree in Accounting, Finance or Business field with appropriate experience.
- Excellent oral and written communication skills and analytical skills.
- 6 - 8 years in accounting or finance.
- Prior experience with Native American Tribes and Businesses preferred.
- Preference given to Yavapai-Apache Tribal members.
- Certified Public Accountant (CPA) preferred.
- In-depth understanding of accounting software applications.
- Demonstrated ability to interact with a diverse population of employees and external contacts.
- Demonstrated ability to lead, coach, train, develop and motivate Finance department employees.
- Excellent oral and written communication and analytical skills.
- Ability to interact with the Nation's Tribal Council, if needed, as well as make presentations to Executive Leadership. Demonstrated ability to remain calm and focused under pressure.
- Demonstrated ability to foster a team environment, multi-task efficiently and maintain positive working relationships.

- Must have a valid Arizona Driver's License and be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.

DUTIES AND RESPONSIBILITIES:

- Assist the Finance Director in planning, directing and coordinating the accounting and financial functions and daily activities.
- Work with the Finance Director in establishing, implementing and communicating all accounting policies and procedures. Implements procedural changes to strengthen internal controls.
- Prepare the annual budget. Prepares all schedules for auditors and closes the books at the end of the year.
- Develop and analyze financial information necessary to assess the current and future financial status of the Enterprises and Departments
- Prepare and review payroll tax returns to ensure compliance.
- Compare actual financial results to budgets and work with department managers on variances.
- Review reporting for grants and other required financial and non-financial information.
- Review annual and semi-annual workers compensation audits.
- Respond to IRS and state tax authority notices.
- Establish and maintain relationships with individual or business customers and provide assistance with problems that may occur.
- Evaluate financial reporting systems and accounting or collection procedures and make recommendations for changes to procedures, operating systems, budgets or other financial control functions. Implement new or updated accounting software.
- Ensure that all accounting employees are properly trained.
- Perform regular and timely Performance Evaluation discussions and documentation with members of Finance Department team and promote team environment while providing individual growth opportunities. Hold supervisors accountable for completing Performance Evaluations and discussions.
- Foster team environment and assist team in handling escalated or difficult issues.
- Ensure that all communications are shared with employees in a timely and accurate manner, as appropriate.
- Keep Finance Director apprised of all issues and concerns. Fill in for Finance Director, in their absence, if needed.
- Perform other work-related duties as assigned.

Physical Requirements

The employee must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to handle or operate objects, tools or controls; and reach with hands and arms. Typical office environment with occasional travel to various locations.

How to apply: Please submit your resume and application to:

Yavapai-Apache Nation / Human Resources

2400 W. Datsi / Camp Verde, AZ 86322

P: 928-567-1062 / Fax: 928-567-1064

www.yavapai-apache.org

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**

