



Employee Requisition Form

Position to Be Filled: Controller

Responsible for directing accounting activities of the organization by performing, training, supervising accounting staff and reporting to the Chief Financial Officer

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervise accounting staff in all accounting operations and to performed procedures to ensure transactions are properly authorize and accurately recorded into all accounting system and subsystems.
- Supervise accounting staff in the reconciliations and auditing of data going into the accounting system.
- Hiring, training and review of accounting staff positions, to include monitoring staff positions and establishing goals and objectives for staff supervise.
- Ensure timing financial statements including balance sheet, operating statement, department statements, cash flow and retained earnings statement and other statements or reports as requested by the CFO or management.
- Preparation of budgets for responsible department and maintaining budgeted along with management objective.
- Prepared, assist, and monitor all auditing functions including outside auditor activities, to ensure an unqualified audit opinion is obtained.
- Prepares reports required by regulatory agencies, including tribal, state, and federal agencies. Ensure all agency fees and report are prepared timely.
- Work closely with management and maintain good communication.
- Other duties as assigned by Chief Financial Officer or General Manager.
- Maintains a consistent and regular attendance record.
- Properly trains team members.
- Complete and issue performance reviews.
- Bachelor's degree in Accounting or related field.
- 5 –7 years of accounting experience.
- Advance preferred but not required including CPA, CMA, or MBA.
- Knowledge of financial planning, control methods, and applications.
- Knowledge of basic leadership and management skills and techniques.
- Any other duties as assigned.

Reports To: Director of Finance

Approximate Hours: Full-Time

Filling Deadline: Open Until Filled

