



# Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

*'Working together as one to Preserve, Promote and Protect our Sche Lang en'*

## **JOB ANNOUNCEMENT**

**JOB TITLE:** Controller

**OPEN:** December 7, 2018

**EXEMPT:** Yes

**SALARY GRADE:** **Grade: 11 (\$33.18-\$37.16)**

**SHIFT:** Day

**LOCATION:** Tribal Administration

**DURATION:** Regular Full Time

**CLOSES:** December 31, 2018

**JOB CODE:**

**DIVISION:** Finance

**DEPARTMENT:** Accounting

**SUPERVISOR:** CFO

**VACANCIES:** 1

**JOB SUMMARY:** Under the administrative direction of the Chief Financial Officer (CFO), the Controller directs and manages the accounting, purchasing, payroll and collection activities and personnel that support the Tribal Government and Operating Divisions. The Controller is to perform tests of internal controls to ensure the protection of assets and that all activities of the annual audit and ensure that all records are in balance and in "auditable" condition. The Controller is to interface with the coordinate accounting and purchasing activities with all departments, and will work in conjunction with the IS Department to ensure the financial hardware and software systems are operating within acceptable standards.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES** include the following, and other related duties as assigned.

1. Responsible for the administration and monitoring of the financial system in order to ensure that governmental finances are maintained in an accurate and timely manner.
2. Responsible for ensuring all financial transactions are recorded in accordance with US GAAP as defined by the Governmental Accounting Standards Board (GASB) and when applicable, OMB Circulars and other funding agency regulations.
3. Establishing and maintaining cash controls.
4. Establishing, maintaining and reconciling the general ledger.
5. Ensuring that bank reconciliations are reconciled timely and accurately.
6. Ensuring that vendor accounts are created and maintained properly and accurately.
7. Monitoring accounts payable procedures and making appropriate changes to ensure that the A/P process performs in the most cost effective manner that ensures all vendors are paid timely.
8. Ensure all financial data is entered into the system timely and accurately by following monthly closing processes as defined by the CFO.
9. Responsible for maintaining financial files and records according to tribal and federal regulations.
10. Responsible for auditing accounts payable, cash receipts and payroll transactions to ensure proper controls are in place and policies are complied with.
11. Responsible for ensuring that employees are paid in accurate and timely manner in accordance with LIBC HR policies, IRS regulations, Employee benefit plans and other policies as defined by LIBC.
12. Provide efficient and effective management to 30+ employees within the accounting department, which include cash receipts, accounts payable, purchasing, payroll and general

- ledger offices. Controller shall supervise and give direction to all staff to ensure that all employees perform their jobs in accordance with the LIBC HR Policies and job assignments.
13. Respond appropriately to request for information and assistance from the LIBC, Executive Directors, Department Directors, Program Managers and employees when needed.
  14. Responsible for ensuring compliance with Title 28 as required.
  15. Perform other related duties as assigned by the CFO and/or LIBC Treasurer.

**MINIMUM QUALIFICATIONS:**

- BA Degree in Accounting **AND** 4 years experience in the accounting field
- 2 years of governmental funds accounting
- 5 years recent experience supervising an accounting department of at least fifteen people
- 4 years experience operating integrated financial software systems
- CPA or MBA certification *preferred*
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Ability to work in a high stress environment
- Possess excellent supervisory and leadership skills for team building
- Possess high analytical and problem solving skills
- Experience with payroll systems and reporting requirements
- Excellent communication skills, including verbal, listening and written skills
- Knowledge and skills for the maintenance of the general ledger, accounts payable, accounts receivable, payroll and purchasing systems and reconciliation of accounts
- Knowledge of reporting formats for governmental agencies and departments
- Ability to work with all kinds of personnel, community and agencies
- Responsible to ensure that all financial records are identified and confidential
- Experience with governmental funds accounting principles highly desired
- Experience with American Fundware governmental financial software systems desired (G/L, A/R, A/P, Fixed Assets, Payroll, Budgeting)
- Computerized accounting system administration experience required
- Experience with MS NR, Windows based applications; Excel, Word
- Experience with computerized integrated Payroll/Human Resources systems desired
- Experience in converting complex financial software systems desired

**REQUIREMENTS:**

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- Position requires extensive Criminal Background Check.
- Must be bondable.
- Must possess and maintain strict confidentiality in performing.

**TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <http://lnnr.lummi-nsn.gov/LummiWebsite/Website.php?PageID=376> or request by e-mail [libchr@lummi-nsn.gov](mailto:libchr@lummi-nsn.gov) For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.