



**SUSANVILLE INDIAN RANCHERIA**  
**745 Joaquin Street**  
**Susanville, CA 96130**  
**(530) 257-6264**

**POSITION ANNOUNCEMENT**

POSITION: FISCAL CONTROLLER  
DATE OF ANNOUNCEMENT: September 9, 2013  
CLOSING DATE: September 19, 2013  
HOURS: Full Time  
SALARY: \$80,000 to \$88,305.03 DOE

**GENERAL STATEMENT OF RESPONSIBILITIES**

Under the general supervision of the Tribal Administrator, the Fiscal Controller is responsible for the design, operations, and control of effective administration procedures related to accounting, payroll, property control and procurement for governmental funds. He/she will be responsible for implementation of, conversion to, and compliance with GASB 34 standards. He/She acts as the financial advisor to the Tribal Business Council on all matters relating to Tribal finances. He/She is responsible for the Indirect Cost Rate Proposal and negotiations, as well as Fixed Asset Management. He/She is responsible for, and supervises, all personnel assigned to him/her.

**SPECIFIC AREAS OF RESPONSIBILITIES:**

1. Develop, establish and maintain proper accounting procedures and internal control processes to ensure that the financial accounting records, financial reports, management reports and financial budgets are accurate, complete, and timely and presented in a professional manner.
2. Design and implement cash management system.
3. Maintain the Chart of Accounts.
4. Manage general ledger accounting, including all balance sheet accounts (bank reconciliation), coding of expenditures to proper budget accounts.
5. Ensure that accounts payable are paid in a timely manner.
6. Prepare complex accounting records, reports and analysis in all areas of tribal finances.

7. Coordinate the annual budgets (BIA, IHS, casino, etc.) process for all tribal funds and departments, including preparation of initial budgets. Monitor plans, project and report progress on a monthly, or more frequent, basis to the appropriate Tribal Business Council or Tribal Health Board entity.
8. Prepare monthly financial reports on all programs for presentation to the Tribal Business Council.
9. Analyze department financial reports on a regular basis (minimum quarterly) to ensure that the Tribe can meet financial obligations.
10. Analyze financial records to forecast future financial position and budget requirements.
11. Control the preparation of forms, reports, and other required documents necessary for compliance with state and federal regulatory requirements related to contracts and grants.
12. Oversees necessary cash draw down request to appropriate agencies.
13. Report to the General Council on financial status of the tribe at least twice per year.
14. Analyze financial trends and explain assumptions, methodology and anticipated (forecasted) results, directly support tribal executive level managers in the day-to-day cost control and financial performance of each program.
15. Coordinate the annual independent audit of tribal financial records and preparation of audited financial statements.
16. Review internal controls and establish policy and procedure at the management level to ensure adequate safeguard of assets.
17. Direct internal audits involving review of accounting and administrative controls.
18. Evaluate and recommend insurance coverage for protection against property losses and potential liabilities.
19. Supervise accounting management and support staff to ensure proper compliance with, and execution of, accounting policies and procedures as well as tribal personnel guidelines.
20. Review and monitor the work-product of accounting staff to ensure the accuracy, completeness, timeliness and proper presentation of accounts receivable, accounts payable, general ledger, payroll tax and other accounting information.
21. Understand fully, manage, coordinate and train staff with regard to the computer hardware and software systems employed in the tribal fiscal office.

22. Complete special financial analysis work and other administrative duties as requested by the Tribal Administrator.
23. Contributes to the team effort by participating in the Susanville Indian Rancheria's facility wide program improvements, goals and standards.
24. Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

1. Bachelor's Degree in Accounting, Finance, or Business Administration with emphasis in Accounting or Finance, Master's Degree preferred.
2. Any one of the following or equivalent desired: Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Management Accountant (CMA), Certified Government Financial Manager (CFGM) or Certified Government Auditing Professional (CGAP).
3. Ability to be bonded.
4. Minimum of five (5) years management experience in the accounting field, preferably governmental accounting.
5. Minimum of five (5) years experience maintaining and operating a budget for a complex organization with multiple funding sources and departments.
6. Minimum of five (5) years experience in automated accounting software programs.
7. Demonstrated computer experience in areas of database, spreadsheet, graphics and accounting software packages.
8. Demonstrated ability to understand and comprehend the different business and program activities of the tribe and make recommendations to the tribal, health and economic enterprise executive level leaders pertaining to their financial/business matters/operations.
9. Valid driver's license with no more than five MVR points as determined by the Susanville Indian Rancheria insurance provider.
10. No felony convictions and no serious misdemeanor convictions. No record of criminal convictions of any kind within the past five years.
11. Excellent written and verbal communication skills.
12. Complete understanding of GASB 34 requirements.

13. Ability to relate to tribal members and the general public.

14. Be able to relate to Native Americans.

\*\*\* Preference will be given to candidates with the Certified Public Account or Certified Government Financial Manager (CFGM) designations.

\*\*\* Preference will be given to Native Americans (42 CFR 36.221)