



Picayune Rancheria of the Chukchansi Indians

49260 Chapel Hill Drive, PO Box 2226

Oakhurst, CA 93644

Phone (559) 412-5590 – Fax (559) 666-3321

Chukchansi Sovereign Enterprises

JOB DESCRIPTION – CONTROLLER

Reports To: Chukchansi Sovereign Enterprises (CEO)

Department: Chukchansi Sovereign Enterprises

Status: Exempt

Salary Range: DOE

SUMMARY AND SCOPE:

Coarsegold based holding company is seeking an experienced and motivated Controller to join their organization providing financial integrity. This position will be responsible for designing, implementing and financial reporting duties, as well as, making responsible and educated financial decisions that will support the company's vision. This position will be hands on, self-starter and will report directly to the CEO. This individual will also be responsible for coordinating all accounting functions with entities.

PRIMARY RESPONSIBILITIES:

- Preparing and producing analysis spreadsheets and utilizing accounting software.
- Maintain and preparing of monthly Income Statements, Balance Sheets and Cash Flow Statements.
- Managing all accounting operations.
- Responsible for monthly reconciliation of cash flows.
- Monitor business performance metrics.
- Have a strong understanding of business processes and GAAP
- Developing internal control guidelines, policies, and procedures for budget accounting, cash and credit management, administration, and other activities.
- Coordinating and directing budgeting, Audits, procurement, investment activities, and financial planning.
- Ensuring compliance with state and federal regulatory requirements and professional standards.
- Establishing and maintaining financial controls with the accounting department.
- Preparing and presenting financial reports and risk analysis.
- Creating budgets and forecasts.
- Guiding financial decisions by establishing, monitoring, and enforcing policies and procedures.
- Providing support to management, particularly in commercial and financial matters.
- Creating reports that help senior leadership understand company financials.
- Being responsible for the company general ledger.

QUALIFICATION REQUIREMENTS:

- Bachelor's degree in business, accounting, finance, or related field.
- Proven work experience in accounting or a related field.

- Understanding of applicable laws and regulations.
- Must possess a valid State-issued Driver's license
- Understanding of economic principles, financial markets, and banking.
- Understanding of financial data analysis and reporting.
- Knowledge of payroll, accounts payable, and accounts receivable functions.
- Ability to deliver quality work on tight deadlines, with strong organization and priority setting skills.
- Proven experience in financial project management.
- Advanced computer skills, specifically in Excel.
- Must be able to communicate financial information into sound business language so people of all levels can understand.
- Knowledge of federal regulation on taxes and reporting.
- Deep understanding of finance.

PRCI TRIBAL PREFERENCE:

For purposes of hiring, promotions, transfers, and training all candidates must possess the "minimum qualifications" as stated in the job description or job announcement. Minimum qualifications are defined as those entry-level qualifications essential to the performance of the basic responsibilities for each job category, including but not limited to education, training, specific work experience, employment record, and physical skills (where applicable). Preference shall be given with respect to personnel decisions, layoffs, recalls, promotions, transfers, training, and hiring. First, enrolled Tribal Members who meet the minimum qualifications shall not be denied [an interview] if another individual at a lower preference has higher qualifications than are necessary for the position. Second, after preference is provided to enrolled tribal members, Native Americans who are enrolled members of a federally recognized tribe other than Picayune Rancheria of the Chukchansi Indians shall be provided preference over equally qualified non-Indian candidates, however, if the non-Indian candidate is more qualified, a business decision may be made to hire or promote the best candidate. If more than one person at the same preference level meets the minimum qualifications, the decision-makers shall have discretionary authority to make the appropriate business decision in the best interest of the Tribe. Accordingly, when preparing job descriptions or job announcements care should be taken to establish qualifications that fit the desired needs of the position.

INDIAN PREFERENCE STATEMENT:

Under CFR 25, Part 276 and by Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies provided to qualified PRCI Tribal Members and/or other American Indian/Alaska Native Candidates.

(Approval Signature)

(Date)

(Employee Signature)

(Date)