



PICAYUNE RANCHERIA OF THE CHUKCHANSI INDIANS

JOB POSTING CLOSING DATE: October 18, 2024

Job Title:	Controller
Reports to:	Chief Financial Officer
Salary Range:	\$105,000 - \$130,000 Annually
Benefits:	Health, Vision, & Dental Insurance, Retirement Contributions, PTO, and Paid Holidays
Classification:	Salary, Exempt
Status:	Full-Time, Regular w/ Benefits
Location:	Oakhurst, CA

JOB SUMMARY

This position performs or oversees all financial operations for the Picayune Rancheria of the Chukchansi Indians, which consist of programs funded through federal, state, and tribal funding streams. The position requires a hand on, self-starter and will report directly to the Chief Financial Officer. Working closely with the Program Directors, this position will ensure continued compliance for all grant and other funding opportunities. In addition, the successful candidate will assist in fiscal planning and budget preparation.

Essential Duties

- Account for monthly revenue and expenditures by programs; monitors and assumes final responsibility for month end close and preparation of financial statements
- Oversees and directly supervises all tasks related to accounts receivable, accounts payable, payroll, grants and general ledger account processing
- Develops and maintains a system of internal controls to properly manage cash flow and protect the assets of the Picayune Rancheria
- Supervises Grants Coordinator and contractual Grant Writer while working closely with Program Directors to monitor grant activities and compliance
- Oversees preparation of financial reports and invoices to, or drawdowns from, appropriate federal, state, and private agencies as required for grants and contracts
- Assures bank and other Balance Sheet account reconciliations are kept current
- Prepare periodic financial reports for the Picayune Tribal Council, Tribal Administrator, staff members, and funding agencies
- Suggests and helps develop continued improvements to the annual budget process
- Provide direct oversight for the development of the annual comprehensive budget, working closely with the Chief Financial Officer
- Serve as principal contact for independent auditors and prepares/oversees preparation of required year-end financial statements
- Document new or revised financial and accounting procedures to improve efficiency while maintaining proper internal controls
- Performs other job-related duties as assigned.

Qualifications

Education

Minimum education required:

- Bachelor's Degree from an accredited educational institution with a major in Accounting.

Experience

Minimum experience required:

- 5+ years of progressively responsible experience required



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- CPA designation would be considered helpful
- Experience in governmental or non-profit accounting preferred
- Experience with SAGE Intacct software strongly preferred
- Grant management and grant compliance experience strongly preferred.
- Knowledge of accounting theory, principles and practices and their application to a wide variety of accounting transactions
- Hands-on ability to prepare, analyze and interpret financial documents and reports
- Understanding concepts of governmental financial operations and terminology
- Experience with standard office practices, software and equipment, including advanced knowledge of Excel
- Understanding of payroll, fringe benefits, tax preparation and filing procedures
- Experience with designing and implementation of internal control systems desirable
- Demonstrated knowledge of generally accepted accounting principles (GAAP)
- Ability to understand and follow complex oral and written instructions, including grant reporting and auditing guidelines from various state and federal agencies.
- Cash management experience is highly desirable.
- Possess valid California Driver's License.
- Pass a pre-employment drug test and background check.

Required Knowledge, Skills, and Abilities

- Familiarity with the Tribe's Constitution, laws, and culture is preferred, but not required.
- Ability to work in a high-performance, fast-paced, high-pressure environment.
- Exceptional interpersonal and communication (verbal and written) skills.
- Adept at multi-tasking, have unquestionable integrity, with a commitment to accuracy.
- Organized with unfailing attention to detail and outstanding project management skills.
- High level of comfort/ease interacting with all levels in the Tribe.
- Ability to complete tasks in a timely and accurate manner
- Must operate and maintain confidentiality

Application Process:

Submit the following:

- Completed Application
- Cover Letter **and** Resume
- Documentation of completion of Higher Education and include college transcripts
- If claiming Tribal or Native Preference, documentation is required
- All requested information must be submitted to the Human Resources office by **4:00PM on the closing date**. Incomplete applications or failure to submit the requested information will result in the disqualification of your application.
- Submit To: PRCI Human Resources P.O. Box 2226 Oakhurst CA, 93644. You may also submit your application and all supporting documents via email: jobs@chukchansi-nsn.gov



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PRCI Tribal Preference:

In accordance with applicable Tribal Law and Title VII of the 1964 Civil Rights Act, the PRCI Administration shall give preference in hiring, promotion, transfer, and lay-off to enrolled members of the Picayune Rancheria of Chukchansi Indians. To qualify for this preference, applicants must meet minimum qualifications of employment and submit verification of enrollment in the Tribe. Tribal preference means that Tribal Members who are equally qualified as non-tribal members will be hired. In addition, on the Human Resources Interview rubric that allows for a total of 75 points during interviews, Tribal members will be awarded an additional 7.5 points (10% of total allotted points) counted in the overall tally. Tribal members who are not Chukchansi will receive Indian preference by awarding five additional points (6.7% of the total allotted points).

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.

Employee Signature

Date

HR Representative Signature

Date