POSITION DESCRIPTION

POSITION: ASSISTANT CONTROLLER          LICENSED: Yes
DEPARTMENT: Accounting Department        GRADE: 16
REPORTS TO: Controller                   STATUS: Exempt

POSITION SUMMARY:
The Assistant Controller works directly with the Controller to ensure the Accounting
department is functioning efficiently and effectively to provide financial information that
is timely and accurate, according to Generally Accepted Accounting Principles (GAAP).

ESSENTIAL FUNCTIONS:
1. At the direction of the Controller, this position assists with coordinating the
   Accounting activities of the organization and individual departments.
2. Assists in supervising the functions of the Accounting department, to ensure the
timely and accurate completion of the department’s tasks.
3. Works with the Controller to optimize the workload of individuals within the
   Accounting department to equitably assign responsibilities on a monthly and annual
   basis.
4. The Assistant Controller will be responsible for some monthly Accounting related
tasks, at the direction of the Controller.
5. Assures that the duties, responsibilities, and authority of each job in the department
   are clearly defined and communicated to new team members in absence of the
   Controller.
6. Ensures the orientation and on-the-job training programs are conducted for newly
   hired personnel.
7. Assists in recommendations and implementations of techniques to improve
   productivity, increase efficiencies, cut costs, and takes advantage of opportunities.
8. Ability to provide or coordinate a backup to the Controller or others in the
   Accounting department to ensure proper coverage within the Accounting department.
9. Assists the Controller with performance appraisals and ensures meaningful feedback
   is provided to individuals within the Accounting department, in a timely fashion.
10. Reviews GLs, financial statements, and budgets to verify they are entered properly in
    the Accounting system.
11. Assists with the grant closing process, at the direction of the Controller.
12. Provides feedback about the determination of depreciation rates for the organization
    and helps problem solve any Accounting related questions with the CFO, Controller,
    and others in the organization.
13. Ensures that the organization has all the financial reports desired. Assists the CFO/
    Controller to establish such reports and processes, if needed.

Revised on 12/23/21
14. Provides meaningful feedback on the department Accounting Manual, internal controls, and policies & procedures, as needed.
15. Assists in advising management on desirable operational adjustments due to tax code revisions, when applicable.
16. Works with the Controller to clear the audit process timely and efficiently, while staying current with the active Accounting workload.
17. Maintains open communication between staff and management, both up and down the chain of command to ensure there is a clear and open dialogue.
18. Establishes and maintains accounts receivable procedures.
19. Must attend all mandatory trainings designated by the Human Resources Department and/or Department Directing, including TIPS and Title 31.
20. Other duties as assigned within the scope and complexity of this position’s essential functions.

PHYSICAL REQUIREMENTS:
While performing the duties of this job, the employee is regularly required to sit with occasional walking and standing. Occasionally the employee must bend, reach above shoulder level, kneel, and push/pull. The employee must occasionally lift and/or move up to 25 pounds.

POSITION REQUIREMENTS:
1. Bachelor’s degree in accounting or finance preferred.
2. At least six years of experience within the accounting or finance field.
3. At least two years of management or supervisory experience.
4. Experience with an Accounting system, Accufund preferred.
5. Must have working knowledge of PMS, POS systems, and PC spreadsheets.
6. Must have demonstrated strong leadership, organizational, communication, and decision making skills.
7. Must have the knowledge and ability to make financial decisions or recommendations significantly changing, interpreting, or developing important policies or programs.
8. Excellent communication skills required.
9. Must have an excellent past work record.
10. To perform this position successfully, an individual must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this position description.

PREFERENCE: Preference will be given to those of Native American descent.

CLOSING DATE: January 14, 2022 (4:30pm)

APPLY TO: Send Cover Letter, Resume and List of References to:

Revised on 12/23/21