

The Santa Rosa Rancheria is accepting applications for the following position. Applications are available at the Human Resources Department, Monday-Friday from 8am-5pm, (Excluding Holidays) or you may contact the Human Resources Department at (559) 924-1278 ext. 4003 or visit our Tribal Website at www.tachi-yokut-nsn.gov

Job Requisition Form

Position to be filled: Controller

Department: Finance

Required Qualifications/Essential Duties:

- Minimum five years demonstration experience in professional accounting experience- **Required;**
- Bachelor's Degree (B.A.) in Accounting- **Required;**
- Master in Science Degree in Administration, or CPA. - **Preferred**
- Minimum of 5 years demonstration experience in public/fund/government accounting. - **Preferred**
- Minimum of 5 years demonstrated experience in budgeting, finance grant reporting and multi-faceted accounting software system – **Preferred**
- Valid California Driver's License- **Required;**
- Must be insurable by companies ' insurance carrier and maintain throughout employment- **Required;**
- Certified 10-key- **Preferred;**
- Supervise accounting staff in all accounting operations and perform all management oversight procedures to ensure transactions are properly authorized and accurately recorded into all accounting system and subsystems;
- Supervise accounting staff in the reconciliation and auditing of data going into the accounting system;
- Hiring, training and review of all staff positions within the Department, including the monitoring of those positions effectiveness, establishing goals and objectives for staff improvement;
- Ensure timely financial statements production, including balance sheets, operating statements, departmental budget statements, statements cash flow, statements of retained earnings and other statements or reports as requested by the Tribal Treasurer/Tribal Administrator;
- Advises and provides management with timely reviews of financial information and evaluations on departmental operations expenses;
- Preparation of annual departmental and enterprise operation budgets and enhancing overall budget management objectives;
- Prepare, assist and monitor all auditing functions, including outside auditor activities to ensure that no material weaknesses are discovered in our operations;
- Prepares all required reports by regulating agencies, be they local, state or federal. Ensure all agency fees are reporting requirements are prepared timely and within deadline;
- Other duties as assigned by the Tribal Treasurer/Tribal Administrator;
- Comply with all safety, health and environmental policies, procedures and regulations. Ensure that staff within the Department follow all, as well;
- Ability to drive a company vehicle or personal vehicle to conduct business on behalf of the Finance Department.

Reports To: Tribal Treasurer/Tribal Administrator

Starting Rate of Pay: \$79,596.00 – D.O.E. (Exempt)

Approximate Hours: 40+ hrs per wk

Updated: November 8, 2021

Deadline: Open Until Filled

Department Director Date

Human Resources Director Date

The Santa Rosa Rancheria Tachi-Yokut Tribe shall extend employment preference across all employment opportunities for qualified Native Americans in accordance with and subject to applicable law, including Title VI of the Federal Civil Rights Act, which recognizes Native American employment preference.