



JOB DESCRIPTION

**Bishop Tribal Council
Bishop, California**

Position: Assistant Controller

Pay Range:

Position Summary:

Under the supervision of the CFO, this is a hands-on position providing support to the fiscal department staff consisting of accounts payable, accounts receivable, payroll, general accounting and grants reporting. The Assistant Controller will take an active role in daily and monthly accounting transactions and will manage the General Ledger ensuring the accuracy of postings by performing and supervising reconciliations on a regular basis. This position will be responsible for the preparation and analysis of system generated and Excel-based financial reports on an as needed basis for department managers, executive staff, Tribal Council, and outside agencies. The Assistant Controller will perform internal audits and have an active role in the annual audit.

Duties and Responsibilities:

- Provide support to the CFO in day to day activities of the fiscal department.
- Supervision of accounts payable, accounts receivable, payroll, general accounting, and grants management.
- Periodic analysis and audit of government, grant, and enterprise funds.
- Prepare financial reports for the executive staff, Tribal Council, and agencies.
- Assist in the annual and mid-year budget process.
- Ensure accurate and credible financial information prepared in accordance with GAAP.
- Regulatory and management accounting for internal and external users including the management team, the Tribe, and regulators.
- Manage general ledger including reconciliation.
- Oversee accounting procedures and internal controls.
- Purchase approval with substantiation of expenditures.
- Review and approve bank reconciliations.
- Preparation of monthly and as-needed journal entries.
- Special projects.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- Analytical—the individual synthesizes complex or diverse information as well as understand and enforce accounting control procedures.
- Problem solving—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- Oral communication—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts productive meetings.
- Written communication—the individual reports in written form must be clear and concise and done by using computer programs. Many reports will need to be submitted in spreadsheet form, demonstrating a high skill level of Excel.
- Quality management—the individual looks for ways to improve and promote quality and demonstrates accuracy and thoroughness.
- Judgment—the individual displays willingness to make decisions, exhibits sound and accurate judgment, and makes timely decisions.
- Planning/organizing—the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- Safety and security—the individual observes safety and security procedures and uses equipment and materials properly.

Qualifications:

- B.A in Accounting, Finance or Business.
- Minimum of five (5) years work experience in accounting and financial reporting skills including experience with budgeting, financial reporting, expense analysis, and cost benefit analysis.
- Experience in accounting for Governments, Grants, and Native American entities are desired as well as reporting and compliance experience.

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.