
Karuk Community Health Clinic

64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270

Karuk Tribe

**Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Karuk Dental Clinic

64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Vacancy Announcement

Title: Controller I

Reports To: Chief Financial Officer

Location: Happy Camp Administrative Office

Salary: \$50,000 to \$65,000, depending on experience

Summary: As a member of the Fiscal Department Staff, the Controller position shall enhance the Tribe's Internal Controls by providing better segregation of duties within that department. The Controller shall be responsible for performing general advanced accounting work, will cross train to perform all functions of the accounting office and shall provide administrative support to the Chief Financial Officer and Director of Administrative Programs & Compliance.

Classification: Full Time, Non Exempt, Non Entry Level

Application Deadline: Open Until Filled

Applications are available at all Tribal Offices or on the Internet at www.karuk.us/jobs/ The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: www.karuk.us or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2010, Fax: (530) 493-1611, Email: tparry@karuk.us

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POSITION DESCRIPTION

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- Location:** Happy Camp Administrative Office
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Classification: Full Time, Non Exempt, Non Entry Level

Responsibilities:

1. Shall set up grant folders for new grants obtained by the Tribe; ensuring each file has all necessary documents including grant proposal, award letter, and budget.
2. Shall maintain grant files to make sure it contains copies of all fiscal reports, programmatic reports, correspondence, and other items related to the grant.
3. Shall process budget appropriation entries into computerized accounting software program.
4. Shall track modifications and carry forwards at end of fiscal year and enter into new fiscal year.
5. Shall update spreadsheet showing current grants including dates when reports are due, matching requirements, and responsible parties.
6. Shall prepare financial reports according to contract/grant terms and conditions, obtains narrative reports from Tribal departments and programs, and submits these reports to contracting/granting entities; distributes copies to contract files and participating Tribal Departments.

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7. Shall prepare and implement requests for advances and reimbursements (draw-downs); follows up with fiscal department, contracting/granting entities to ensure that such requests have been approved, processed, received, and coded correctly.
 8. Shall work with Program Directors to set up, track, reconcile and close out budgets and grants.
 9. Shall reconcile general ledger accounts.
 10. Shall create, enter and post necessary adjusting journal entries.
 11. Shall invoice for cultural monitors and verify that payment has been received.
 12. Shall reconcile 941's to general ledger.
 13. Shall tie out annual leave accrual and prepare report for auditors.
 14. Shall tie out wage information at year-end and assist with processing W2's.
 15. Shall be cross-trained in other areas of finance department including payroll and accounts payable and assist with backup when necessary.
 16. Shall be available for local and out of the area travel as required for job related training.
 17. Shall attend all required meetings and functions as requested.
 18. Shall be polite and maintain a priority system in accepting other job related duties as assigned.

Qualifications:

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Have the ability to understand and follow oral and written instructions.

Requirements:

1. Must possess one of the following:
 - High school diploma or equivalent plus experience of at least five years working in an accounting related field with progressively responsible duties.

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- Two years college level accounting plus experience of at least three years working in an accounting related field with progressively responsible duties.
 - Bachelor's degree in an accounting related field.
2. Must have good computer skills including experience with Excel and computer based accounting programs.
 3. Experience in governmental/fund accounting preferred.
 4. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
 5. Must adhere to confidentiality policy.
 6. Must successfully pass a pre-employment drug and alcohol screening test and be willing to submit to a criminal background check.
 7. Must demonstrate an ability to accurately reconciliation accounts, analyze information to prepare adjusting entries, and to interpret financial statements.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Veteran's Preference: It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

Council Approved: January 24, 2008, Revised: April 2, 2009; Revised: April 2012; Revised: April 2016

Chairman's Signature: _____

Employee's Signature: _____