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



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

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

Vacancy Announcement

Title: Controller

Reports To: Chief Financial Officer

Location: Happy Camp Administrative Office

Salary: \$40,000 to \$55,000, depending on experience

Classification: Full Time, Non - Exempt, Non-Entry Level

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 Grant Compliance Specialist.

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

Karuk Tribe Application Checklist

To ensure that your application will be properly considered for employment with the Karuk Tribe, you **MUST** attach documentation for the information that is requested on the employment application form and background authorization form. The Tribe's Human Resources department is not responsible for ensuring your application is complete upon submission.

- ✓ **Enrollment Documentation** – to be considered for Tribal Preference you **must** attach documentation of your enrollment with a federally recognized tribe. The Tribe's Enrollment department is not allowed to submit your documentation for you.
- ✓ **Veterans Preference** – You **must** attach a copy of your DD-214 to be considered for Veterans Preference. Without this documentation you will not be given Veteran's Preference.
- ✓ **Employment History** – You should completely fill out your employment history even if you attach a resume with your application. It is important to include all information that is requested in this section.
- ✓ **Education** – You **must** attach copies of your educational achievements including certifications, special training certificates, degrees, vocational certifications or other types of education that you have to document that you meet specific job description requirements.
- ✓ **Driver's License** – You must provide the state and number of your Driver's License on your application. 99% of jobs at the Karuk Tribe require a Driver's License. Your application will be withdrawn from consideration without this information. If you do not have a Driver's License but expect to have one in the near future you should write down when you expect to have it.
- ✓ **References** – You **must** include at least three (3) references on your application including their contact information.
- ✓ **Signature** – You must sign your application or it will be withdrawn from consideration for employment with the Karuk Tribe.
- ✓ **Resume** – while not required, it is a good practice to include a resume with your application.
- ✓ **Cover letter** – while not required, it could prove beneficial to include a short cover letter with your application.
- ✓ **Reference Letters** – while not required, it could prove beneficial to submit reference letters from former employers, associates or other individuals who you have worked with.

For further job opportunity referrals be sure to complete the TERO Skills Bank application! Contact the TERO Department or go online to www.karuk.us and click on the TERO page

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POSITION DESCRIPTION

Title: Controller

Reports To: Chief Financial Officer

Location: Happy Camp Administrative Office

Salary: \$40,000 to \$55,000, 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

Responsibilities:

1. Shall process budget appropriation entries into computerized accounting software program. Will track modifications and carry forwards at fiscal year-end.
2. Shall track accrual of accounts payable and make corresponding entries.
3. Shall track all debts owed to the Tribe including Tribal, TERO and HUD loans.
4. Shall provide a monthly loan report to the Council.
5. Shall distribute delinquent debt report monthly.
6. Shall set up grant folders for new grants obtained by the Tribe; ensuring each file has all necessary documents.
7. Shall update spreadsheet showing current grants.
8. 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.

9. 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.
10. Shall verify and enter into accounting system all travel advance liquidation journal entries.
11. Shall post allowable adjusting entries according to Tribal, State and Federal requirements.
12. Shall distribute financial information to Program Directors monthly for budget tracking purposes.
13. Shall reconcile 941's to general ledger.
14. Process monthly Symetra, Ameritas and VSP bills and tie out to payroll system.
15. Shall tie out annual leave accrual and prepare report for auditors.
16. Shall tie out wage information at year-end and process W2's.
17. Shall be cross-trained in other areas of finance department and assist with backup when necessary.
18. Shall be available for local and out of the area travel as required for job related training.
19. Shall attend all required meetings and functions as requested.
20. 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 high school diploma or equivalent. Two years college level accounting or four years' experience in an accounting related field. Progressively responsible work experience in a similar occupation may be substituted for the educational requirement. Experience in governmental/fund accounting required.
2. Must have ability to use IBM compatible hardware and software, experience with computer based accounting programs and practices.
3. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.

4. Must adhere to confidentiality policy.
5. Must successfully pass a pre-employment drug and alcohol screening test and be willing to submit to a criminal background check.
6. Must demonstrate an ability to accurately prepare monthly bank reconciliation, 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: _____