

KARUK TRIBE HOUSING AUTHORITY

P.O. Box 1159 • 635 Jacobs Way
Happy Camp, CA 96039
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1836 Apsuun Street
Yreka, CA 96097
Ph: (530) 842-1644 • Fax: (530) 842-1646

Vacancy Announcement

Title: Controller

Reports To: Executive Director

Supervises: Fiscal Staff and Clerical Assistant/Purchasing Clerk

Location: Happy Camp Karuk Tribe Housing Authority Office

Assigned Work Location: Happy Camp, CA

Salary: \$80,000 to \$100,000, DOE

Summary: Under the direction of the Executive Director, is responsible for the overall supervision and management of the Karuk Tribe Housing Authority's (KTHA) finance office and functions. Has the primary responsibility for ensuring the financial integrity of the KTHA by recommending, implementing and enforcing sound fiscal management policies and procedures. Is responsible for preparation of financial and grant audits, internal financial reports, and annual operating and capital budgets. Either directly, or indirectly through subordinate staff, is responsible for the following operational accounting functions: general ledger, fixed assets, payroll processing, accounts receivable, accounts payable and grant & program fund accounting. Leads and directs the work of the accounting staff, providing expertise in governmental accounting, with a strong understanding of internal controls and policy protocols.

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

Application Deadline: March 31, 2025 by 5:00 PM

Applications are available at all Tribal Offices or on the Internet at www.karuk.us. The Karuk Tribe's TERO Preference and Drug and Alcohol Policy apply. If selected, applicants must Successfully pass a drug screening 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 at: Telephone: (530) 493-1600 ext. 2043 or ext. 7034, Fax: (855) 437-7888, or Email at humanresources@karuk.us

Position Description

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Responsibilities:

1. Provides direct supervision to the Fiscal Staff and Clerical Assistant/Purchasing Clerk.
2. Serves as the accounting supervisor and fiscal manager for all programs.
3. Publishes and/or supervises preparation of all financial reports, keeps the KTHA's official financial records and certifies the financial position of the KTHA.
4. Ensures that KTHA is in compliance with all applicable Federal laws, KTHA policies, regulations, and other agreements that relate to finance.
5. Prepares budget modifications and assures integration of changes into the current year's program budgets.
6. Assists in budget development including the process of program/project planning, organizational development and administration.
7. Monitors and analyzes monthly operating results against budget.
8. Maintains a proper cash flow of federal, state, or private funding source drawdowns.
9. Maintains cash disbursements journal and reconciliation for all accounts.

10. Oversees general ledger and assures that follow-up contact is established on all overdue accounts.
11. Provides oversight of calculations and recording of tax deposits. Assures that taxes are deposited in a timely fashion and quarterly reports for payroll taxes are accurately prepared and processed.
12. Prepares monthly program expenditure reports for Executive Director, KTHA Board of Commissioners, department or program directors, and other pertinent staff members.
13. Monitors all grant and contract budgets. Develops and implements an ongoing accounting reporting system to assure grant and contract compliance.
14. Prepares and implements requests for advances and reimbursements (drawdowns); follows up with contracting/granting entities to ensure that such requests have been approved, processed, received and coded correctly.
15. Oversees and assures that all checks are written from properly authorized invoices including vouchers for payment, travel advances/reimbursements.
16. Ensures all travel advance procedures are in accordance with KTHA policy and applicable federal regulations.
17. Maintains close contact with the Executive Director to facilitate budget objectives.
18. Submits appropriate recommendations for software/computer systems upgrades to ensure finance department runs efficiently.
19. Works with independent auditors to establish appropriate audit procedures. Assists with all external, internal, and independent audits, program reviews, and grantor reviews.
20. Is responsible for all accounting functions for Low Income Housing Tax Credit (LIHTC) project(s).
21. Prepares and presents written reports to the Board of Commissioners on a monthly basis, and Tribal Council as required.
22. Is available for local and out of the area travel as required for job related training.
23. Attends all required meetings and functions.
24. Is polite and maintains a priority system in accepting other position related job duties as assigned.

Qualifications:

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

5. Proven ability to analyze and make sound recommendations on complex accounting data and operations.
6. Demonstrated ability to understand, interpret, explain, and apply Tribal Policies and applicable federal laws regulating Tribal financial reporting and recordkeeping.

Requirements:

1. Must possess bachelor's degree in accounting, finance, or a closely related field; at least seven years of progressively responsible professional accounting experience, preferably in a tribe, county or local government; or an equivalent combination of training and experience.
2. Must have demonstrated knowledge of Generally Accepted Accounting Principles (GAAP) and Governmental Accounting and Standards Board (GASB) accounting standards and requirements.
3. Must have ability to work independently, maintain confidentiality, work effectively with co-workers, and perform under pressure.
4. Must have ability to be flexible and assist other staff in completion of assigned duties.
5. Must have good organizational skills.
6. Must have previous supervisory experience to provide effective management and supervision of assigned staff.
7. Must possess valid driver's license, good driving record, and be insurable by the Housing Authority's insurance carrier.
8. Must adhere to all tribal policies including Tribe's confidentiality policy.
9. Must successfully pass a pre-employment drug screening test and criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance, 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.

Committee Approved: March 14, 2025

Employee's Signature: _____