
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

Reports To: Chief Financial Officer

Work Site: Happy Camp Administrative Office

Salary: \$65,000 to \$85,000, depending on experience

Summary: As a member of the fiscal department staff, the Controller shall enhance the Karuk Tribe's internal controls by providing better segregation of duties within that department. The Controller shall be responsible for performing advanced accounting work, will cross train to perform all functions of the accounting office and shall provide administrative support to the Chief Financial Officer.

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. 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. 2043, Fax: (855) 437-7888, Email:

Humanresources@karuk.us

POSITION DESCRIPTION

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Responsibilities:

1. Shall set up grant folders for new grants obtained by the Tribe; ensuring each file has all necessary documents.
2. Shall process budget appropriation entries into computerized accounting software program and track modifications and carry forwards at fiscal year-end.
3. Shall work with program directors if modifications are needed to ensure grant restrictions are removed, grant fully expended, or time extension needed.
4. 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.
5. 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.
6. Shall review budgets monthly and notify program directors of overspent and underspent grant amounts.
7. Shall keep and update spreadsheet showing current grants.
8. Shall oversee calculation and posting of indirect cost entries according to grant terms and conditions.
9. Shall assist with reconciling accounts.
10. Shall oversee the annual leave accrual to make sure it ties out.

11. Shall post allowable adjusting journal entries.
12. Shall assist CFO in preparing for annual tribal audit.
13. Shall be cross-trained in other areas of finance department and assist with backup when necessary.
14. Shall attend all meetings and functions as requested.
15. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
16. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

Qualifications:

1. Must have the ability to work effectively with Native American people in culturally diverse environments.
2. Must have the ability to manage time well and work under stressful conditions with an even temperament.
3. Must have the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Must have the ability to understand and follow oral and written instructions.
5. Experience in governmental/fund accounting preferred.
6. Formal accounting education preferred.

Requirements:

1. Must possess high school diploma or equivalent.
2. Must have at least six years of experience performing complex accounting type work.
3. Must have experience with computerized accounting systems and Excel.
4. Must have experience completing grant financial reports and drawing down funds.
5. Must have experience reconciling accounts.
6. Must have experience completing, entering and posting journal entries.

7. Must possess good organizational skills.
8. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
9. Must adhere to confidentiality policy.
10. Must successfully pass a pre-employment drug and alcohol screening test and be willing to submit to a criminal background check.

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

Council Approved: October 15, 2021

Chairman's Signature: _____

Employee's Signature: _____