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**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

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**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

**Supervises:** Finance/Travel and Finance/Accounts Payable

**Work Site:** Happy Camp Administrative Office

**Assignment/  
Home Station:** Happy Camp, CA

**Salary:** \$85,000 to \$95,000, DOE

**Summary:** Under the direction of the Chief Finance Officer (CFO), the Controller directs the Tribe's governmental accounting and procurement functions for the government. This position's primary responsibility is to maintain the Tribe's books and records under generally accepted accounting principles continuously striving to adopt best practices. This position assists the CFO with the financial and grant audits, preparation of internal financial reports, preparation of annual operating and capital budgets. This position oversees either directly or indirectly through subordinate staffing all the following operational accounting functions: general ledger, fixed assets, payroll processing, accounts receivable, accounts payable and grant & program cost accounting. The Controller leads and directs the work of the accounting staff providing expertise in governmental accounting with a strong understanding of internal controls and public policy protocols.

**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](http://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](http://www.karuk.us) or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2043, Fax: (855) 437-7888, Email:

[Humanresources@karuk.us](mailto:Humanresources@karuk.us)

## **POSITION DESCRIPTION**

**Title:**           **Controller**

**Reports To:**   **Chief Financial Officer**

**Supervises:**   **Finance/Travel and Finance/Accounts Payable**

**Work Site:**    **Happy Camp Administrative Office**

**Assignment/**

**Home Station:** **Happy Camp, CA**

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**Classification:** Full Time, Non-exempt, Non-entry Level.

### **Responsibilities:**

1. Coordinates the internal controls for the Accounting department.
2. Processes budget appropriation entries into computerized accounting software program and track modifications and carry forwards at fiscal year-end.
3. Works with program directors if modifications are needed to ensure grant restrictions are removed, grant fully expended, or time extension needed.
4. Prepares 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. Prepares and implements 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. Reviews budgets monthly and notifies program directors of overspent and underspent grant amounts.
7. Oversees calculation and posting of indirect cost entries according to grant terms and conditions
8. Assists CFO in preparing for annual tribal audit and other projects as needed.

9. Cross-trained in other areas of finance department and assists with backup when necessary.
10. Available for local and out of the area travel as required for job related training. Attends all required meetings and functions.
11. Establishes and implements Accounting Departmental goals, objectives, policies, and operating procedures and month end closing procedures.
12. Assists in development and preparation of Tribal Government annual and long-term budget.
13. Monitor and analyzes monthly operating results against budget.
14. Performs special projects and other responsibilities, tasks, or duties as requested.
15. Ensures the application of the principles and practices of general, enterprise and governmental accounting including financial statement preparation and methods of financial control and reporting.
16. Ensures compliance with the Laws and regulations relating to the financial administration of the Tribe.
17. Generally Accepted Accounting Principles (GAAP) and Governmental Accounting and Standards Board (GASB) accounting standards and requirements.
18. Assist independent auditors as required.
19. Other duties as assigned

**Qualifications:**

1. Graduation from a four-year college or university with a major in accounting, finance, business administration or a closely related field; at least seven years of progressively responsible professional accounting experience, preferably in a tribal, county or local government; or an equivalent combination of training and experience.
2. Proven ability to analyze and make sound recommendations on complex accounting data and operations.
3. Demonstrated ability to understand, interpret, explain and apply Tribal Administration policies and applicable federal laws regulating Tribal Administration financial reporting and recordkeeping.
4. Perform complicated mathematical calculations and analyses.
5. Prepare clear, concise and comprehensive financial statements, reports and written materials.
6. Exercises sound, expert and independent judgment within general policy guidelines.
7. Exercises tact and diplomacy in dealing with sensitive, complex and confidential issues.
8. Knowledge of intercompany transactions proper accounting treatment for transfers or intercompany transactions between funds and enterprises.

**Requirements:**

1. Knowledge of finance, accounting, budgeting, and cost control principles including GAAP.
2. Ability to analyze financial data and prepare financial reports, statements, and projections.
3. Working knowledge of governmental budgeting.
4. Work requires professional written and verbal communication and interpersonal skills.
5. The operations, requirements and codes of automated general ledger system.
6. Principles and practices of effective management and supervision.

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

**Committee Approved: May 22, 2024**

**Employee's Signature:** \_\_\_\_\_