



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position:	Controller
Department:	Accounting
Employment Status:	Regular Full Time
Location:	Bartlesville, OK
Immediate Supervisor:	Tribal Operations Manager

GENERAL DESCRIPTION:

The Controller is responsible for the direction and oversight of the Accounting Department ensuring that federal and tribal laws and regulations are enforced as they pertain to the accounting functions of the Tribe.

QUALIFICATIONS:

Bachelor's Degree in accounting or a degree in a related field, such as finance or business administration that includes 24-semester hours in accounting. Experience in governmental accounting. Must possess a solid understanding of accounting theory, Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards (GASB). Knowledge of procedures and methods used to manage financial transactions, establish accounting procedures and systems to adequately account for tribal business, federal grants, and contracts. Prepare financial reports and oversee/direct investment programs. Must understand and be knowledgeable in operating and capital budgeting concepts and indirect cost allocations. Must prepare, submit and negotiate the annual IDC (Indirect Cost) Rate proposal with the Interior Business Center.

DUTIES AND RESPONSIBILITIES:

- Prepare and implement accounting procedures to upgrade internal controls.
- Analyze monthly financial closings to insure proper accounting procedures have been followed according to Governmental Accounting Standards. Monthly financial reports will be prepared and presented to the Tribal Council.
- Oversee audits conducted on all tribal programs; interface with staff and audit team representatives to insure all requested data is provided timely with adequate supporting documentation and provide clarification where needed.
- Prepare year-end closing entries.
- Prepare and negotiate annual Indirect Cost Proposal.
- Attend and participate in grant proposal review meetings.
- Prepare final close reports on Grants and Contracts as needed.
- Maintain/Update Fixed Asset Listing based on the Tribe's construction/acquisitions.
- Assure the Tribe is covered by FDIC and that anything above the limit is covered by bonds—this is with any bank used.
- Prepare/submit monthly and quarterly financial reports for grants as required.
- Provide monthly financial reports and general ledger entry detail to project Directors.
- Respond to individual requests for information from project Directors and other Management.
- Prepare and distribute annual budget packets and budget instructions to appropriate Directors; assist in the preparation of budgets as required.
- Prepare Tribe's annual Program Support Budget.
- Insure approved budgets are entered in the accounting system.
- Assist as needed in preparation of grant and contract project budgets.
- Monitor expenditures for compliance with federal appropriation laws, GASB-34, OMB Uniform Guidance, and other applicable federal and tribal law.
- Project future financial needs of the Delaware Tribe of Indians, taking into considerations the various projects undertaken by the tribal organization.
- Review operating budgets and analyze trends affecting budget needs.
- Perform cost-benefits analyses as needed to compare operating programs, review financial requests, and explore alternative financing methods.
- Complete any other duties assigned by the immediate or controlling supervisor.

- Procure an independent annual audit and assist with any activities required to produce annual audit.
- MIP Abila knowledge and experience preferred.
- Other duties as assigned by the Chief, Tribal Council, and/or Tribal Operations Manager.

INDIAN PREFERENCE POLICY:

In accordance with the Indian Preference Act of 1934, (Title 25, USC, Section 47), Indian Preference will be observed in hiring.