

POSITION TITLE: Comptroller

DEPARTMENT: Accounting

LOCATION: UKB Tribal Complex – Tahlequah

REPORTS TO: Tribal Administration

STATUS: Full-Time, Exempt

PAY: BOE

INTERNAL/EXTERNAL OPENING: 11/13/2023

INTERNAL/EXTERNAL CLOSING: 11/20/2023

Summary of Duties and Responsibilities

The Comptroller is accountable for the planning, organization, direction, and control of the Accounting activities within the Tribal Government. The incumbent will operate with adequate freedom in performing senior management level administrative, professional, and technical work to implement the goals of the UKB.

Minimum Qualification Requirements

1. Must pass a background check prior to employment and every 5th year thereafter. Applicants must not have any misdemeanor or felony offenses related to abuse, Domestic Violence, neglect, or endangerment or any offenses related to dishonesty or theft.
2. Must comply with all Health policies established by the Tribe.
3. Is proficient in using computers and computer systems to enter data, navigate a variety of screens, and manage workload.
4. Establishes and maintains a full monthly financial statement preparation and review process.
5. Implements, documents, monitor and maintain internal control systems.
6. Coordinates the annual audit for the Tribal Government.
7. Directly supervises those responsible for Accounts Payable, Budgeting, Grant Development, Grant Compliance, General Ledger, Banking, Purchasing and Finance Support.
8. Direct staff workloads, training, hiring, evaluations, disciplinary actions, and terminations.
9. Ensures timely completion of all required reports and filings.
10. Signature authority for all Accounting documents.
11. Facilitates communication with Tribal Administration regarding accounting matters, including budgets.

12. Oversees cash management functions to ensure adequate funds are available.
13. Ensure proper accounting is maintained for Fixed Assets.
14. Coordinate the issuance of annual information returns.
15. Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.
16. Other duties as assigned.

Required Specific Skills, Knowledge, and Abilities:

1. Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS)
2. IRS guidelines for information returns
3. Automated financial accounting systems
4. Internal control procedures
5. Tribal, Federal, and State legislative guidelines affecting financial matters
6. Best practices for cash management, budgeting, payroll, purchasing and payables
7. Grant compliance and reporting
8. Effective supervisory practices
9. Establishing effective working relationships with diverse groups and individuals
10. Communicating effectively both verbally and in writing
11. Problem solving and effective financial analysis
12. Computer skills, including Excel, Word, and various finance systems
13. Interpreting administrative guidelines and applying them to the work situation
14. Organizing multiple tasks and priorities, effective delegation, and time management

Education and Experience:

1. Graduation from an accredited four-year college or university with a degree in Finance, Accounting or Business and a current Certified Public Accountant license (preferred).
2. Ten (10) years of progressively responsible, related management experience that includes at least seven (5) years of supervisory experience and at least five (5) years of experience in governmental fund accounting.

Physical Requirements

1. Prolonged periods sitting at a desk and working on a computer.
2. Must be able to lift up to 15 pounds at times.

Supervisory Responsibilities: Supervises all Accounting staff.

UKB and Tribal preference applies.

An applicant may be asked to participate in an interview to establish whether he/she meets the minimum qualifications. Interviews do not create a right to employment and provide no promise or guarantee of employment with the Tribe. The United Keetoowah Band of Cherokee Indians in Oklahoma reserves the right to hire according to its Indian Preference Policy. Applicants are subject to a pre-employment drug test and at-random testing following employment. Positions with the United Keetoowah Band of Cherokee Indians in Oklahoma are subject to a 60-day introductory period. To apply, submit an application, resume, and signed position description no later than 4:00 pm on the closing date to: Human Resources Department, 18300 W Keetoowah Circle Tahlequah, OK 74464 or to sthompson@ukb-nsn.gov or via fax at (918)414-4005. For more information, visit our website at www.ukb-nsn.gov Sign below stating you have read the above job description and fully understand the qualifications, duties and responsibilities required of this position. Sign and Return job description with application packet. Application packets are not maintained after the position is filled. A new application is required for each position applied for.

Applicant Signature

Date