

**SILETZ TRIBAL BUSINESS CORPORATION
JOB DESCRIPTION**

POSITION TITLE: **Controller**

SALARY RANGE: **\$31.25 - \$33.65**

LOCATION: **Lincoln City, OR**

SUPERVISOR: **STBC Manager**

CLASSIFICATION: **Exempt- Three quarter time (30 hrs)**

BENEFITS: **Full**

DEADLINE: **January 31, 2012**

Introduction:

The Controller is responsible for all activities of the Finance and Accounting Department to achieve the objectives established by the Siletz Tribal Business Corporation. The Controller is responsible for the company's overall financial plans, policies, budgets and maintaining positive relationships with financial institutions; ensures the financial accounting system is accurate, efficient and in accordance with professional accounting practices and regulations.

Requirements: Bachelor's Degree in Accounting, or Bachelor of Science in Business Administration with additional course work in accounting, and economics or public administration. Five years experience in fiscal management of governmental, fund and entrepreneurial business accounting. Four years of supervisory experience. CPA preferred. Experience and working knowledge of all accounting cycle functions. Experience with integrated accounting software, such as SAGE MIP, Peach Tree or Great Plains preferred. Ability to manage multiple projects at once. Strong interpersonal communication skills. Strong written communication skills. Strong analytical skills. Able to work in an ever-changing environment. Able to effectively meet deadlines. Grant preparation and administration experience. Real Estate experience preferred. Proficient in Microsoft Office and Excel Must have a valid Oregon State Driver's License. Must be able to obtain a gaming license. Must occasionally work weekends and evenings. Must maintain confidentiality of information.

Duties: Supervises Financial and Operational Accounting staff and Administrative staff. Directs and oversees budgeting, audit, tax, accounting, purchasing, human resources, real estate and insurance activities for the organization. Protects business assets by establishing sound internal controls, internal auditing and proper insurance coverage. Ensures general accounting, accounts payable, accounts receivable and payroll activities are carried out in accordance with standards established by the STBC. Maintains financial records in accordance with generally accepted accounting principles(GAAP), standards and practices. Establishes and monitors budgets Assists the STBC Manager with financial planning and maintenance by: Preparing short and long-range plans. Monitoring revenue and expense budgets in accordance with company profit goals. Forecasting short and long-range cash requirements to assure adequate funds are available. Prepares pre-development and development budgets and pro-formas and assists the project managers with Business Plan preparation for new economic development projects. Reviews approved budgets and exercises accounting controls to ensure expenditures do not exceed amounts authorized and availability of funds. Works with Project Managers to re-forecast budgets as required. Recommends techniques to improve productivity, increase efficiencies, cut costs and take advantage of opportunities. Coordinates an adequate plan providing cost standards, saving opportunities, and capital investing. Keeps the STBC Manager informed of the company's performance and provides advice on all financial matters. Interprets operating results as they affect the financial aspects of the company and makes recommendations for cost reductions and profit improvement as required. Analysis of financial reports and accounts as needed for Economic Development Manager and STBC Board of Directors as needed. Other duties as assigned.

Supervisory Controls: This position reports to the STBC Manager. Controller uses independent judgment to carry out functions to meet stated requirements. Work is periodically reviewed for compliance with applicable laws and guidelines. Guidelines are GAAP regulations, and various other funding agency accounting requirements. Work is also performed within the Siletz Tribal Business Corporation Operations, Accounting and Personnel Manuals.

Complexity: The majority of this position's functions require mathematical and analytical skills requiring logic and attention to detail. In addition, the position requires skills in interpreting financial statements and reports. The position will also involve extensive use of Microsoft computer applications in conjunction with integrated accounting software and other computer programs.

Scope and Effect: The Controller's performance of assigned duties directly impacts the ability of STBC to provide accurate and timely financial reports for the Economic Development Manager, Board of Directors, and lending institutions.

Personal Contacts: Personal contacts are with STBC employees, funding sources, Tribal employees, STBC enterprise employees, and auditors. The purpose of contact is to provide accounting information, request clarification and various other accounting and finance information.

Physical Demands: The work is primarily sedentary, office work. Nearly continuous computer work is required in order to complete regular work duties. Some bending, pulling, pushing, stooping and carrying are required. Stressful situations may occur in the performance of daily tasks and meeting deadlines.

Work Environment: Work is performed in an office setting with common environmental controls. The office is accessible to co-workers and auditors. Visitors are limited due to the confidentiality of work performed.

All applicants must fill out an application and submit a resume. Applications can be found at www.stbcorp.net and www.ctsi.nsn.us. Please email or fax application packet to the Siletz Tribal Business Corporation at slarrabee@stbcorp.net or (541)-994-8973.