



## **JOB DESCRIPTION**

**Bishop Tribal Council  
Bishop, California**

**Position:** Controller  
**Department:** Fiscal  
**Supervised by:** Chief Financial Officer  
**Pay Range:** T-10 Exempt \$26.78 - \$37.49 (\$55,702.40 - \$77,979.20)

**Position Summary:** Under the supervision of the CFO, this is a hands-on position providing support to the fiscal department staff consisting of accounts payable, accounts receivable, payroll, general accounting, and grants reporting. The Controller will take an active role in daily and monthly accounting transactions and will manage the General Ledger ensuring the accuracy of postings by performing and supervising reconciliations on a regular basis. This position will be responsible for the preparation and analysis of system generated and Excel-based financial reports on an as needed basis for department managers, executive staff, Tribal Council, and outside agencies. The Controller will perform internal audits to provide assurance that risk management, governance and internal control processes are operating effectively and have an active role in the annual audit.

### **Duties and Responsibilities:**

- Provide support to the CFO in day-to-day activities of the fiscal department.
- Supervises the fiscal staff to ensure the proper running of the tribal fiscal department; to include ensuring finance staff maintains financial record systems in accordance with Generally Accepted Accounting Principles (GAAP); that all journals and records of the Bishop Paiute Tribe are properly maintained, stored and safeguarded, and properly disposed of when appropriate; and that all reports required by federal, tribal and state agencies are properly completed and filed in a timely manner.
- Analysis and audit of government, grant, and enterprise funds providing for an annual financial and compliance audit of Tribal activities and funds as required by applicable federal, state and tribal regulations.
- Analyzes accounting records, including financial statements and other financial reports to assess accuracy, completeness and conformance to standards defined within the department.
- Prepare financial reports for the executive staff, Tribal Council, and agencies.
- Assist in the annual and mid-year budget process.
- Ensure accurate and credible financial information prepared in accordance with Generally Accepted Accounting Principles (GAAP).
- Regulatory and management accounting for internal and external users including the management team, the Tribe, and regulators.
- Manage general ledger including reconciliation.

- Oversee accounting procedures and internal controls.
- Purchase approval with substantiation of expenditures.
- Review and approve bank reconciliations.
- Preparation of monthly and as-needed journal entries.
- Special projects and other duties as assigned.

**Competencies:** To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- Analytical—the individual synthesizes complex or diverse information as well as understand and enforce accounting control procedures.
- Problem solving—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- Oral communication—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills, and conducts productive meetings.
- Written communication—the individual reports in written form must be clear and concise and done by using computer programs. Many reports will need to be submitted in spreadsheet form, demonstrating a high skill level of Excel.
- Quality management—the individual looks for ways to improve and promote quality and demonstrates accuracy and thoroughness.
- Judgment—the individual displays willingness to make decisions, exhibits sound and accurate judgment, and makes timely decisions.
- Planning/organizing—the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- Safety and security—the individual observes safety and security procedures and uses equipment and materials properly.
- Confidentiality—the individual upholds a high degree of integrity and confidentiality.

**Qualifications:**

- Bachelor's degree from an accredited college or university in accounting, business administration, finance, economics, or a related field, three (3) years of experience preparing financial statements; periodic State, federal or private grant fiscal reports and/or fiscal ad hoc reports used by internal and external entities; OR seven (7) years of experience in the accounting field, two (2) years of which were at senior accounting level performing the duties described above and 18 college credits in accounting. \*\*CPA strongly preferred.
- Experience with accounting software, preferably MIP and Microix is a plus.
- Ability to work quickly with a high degree of accuracy.
- Demonstrated writing ability.
- Pass pre-employment drug screen.
- Must comply with the Bishop Paiute Tribe's COVID-19 Vaccination Policy.

**Indian Preference:**

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.