



## Southern Ute Indian Tribe

Human Resources  
P. O. Box 737 – 356 Ouray  
Ignacio, CO 81137  
Fax: (970) 563-0302

### VACANCY ANNOUNCEMENT

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**ANNOUNCEMENT DATE:** 05/20/2010  
**POSITION TITLE:** Controller  
**DEPARTMENT:** Finance  
**POSITION STATUS:** Full-time

**CLOSING DATE:** 06/07/2010  
**GRADE:** 25  
**FLSA Status:** Exempt

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**POSITION SUMMARY:** The Controller is responsible for the integrity and timeliness of the financial information of the Southern Ute Indian Tribe. Prepares financial statements for distribution for internal and external reporting. The Controller is responsible for the supervision and oversight of the accounting staff in the preparation of financial information. This position is responsible for the offices of General Ledger, Accounts Receivable, Accounts Payable, Purchasing, Payroll, Fixed Assets, and Contracts and Grants.

#### STATEMENT OF DUTIES:

1. Provides leadership and direction throughout the accounting and reporting process.
2. Ensures adherence to Tribal policies and procedures, both within the accounting office and the organization.
3. Provides oversight and guidance in the implementation of best practices throughout the accounting functions.
4. Responds to requests from the Chief Financial Officer in a timely manner.
5. Responsible for the personnel management of the accounting office (General Ledger, Accounts Receivable, Accounts Payable, Purchasing, Payroll, Fixed Assets, and Contracts & Grants) to include recruitment, supervision, scheduling of leave, counseling, disciplinary actions, performance evaluations, training, skills development, and termination.
6. Develops, administers, and monitors the Accounting Office Budget.
7. Actively participates in the monthly closing process, assuring accuracy.
8. Responsible for the annual closing and audit of the financial records.
9. Generates and analyzes monthly financial statements for accuracy and completeness.
10. Reviews accounting policies and procedures at least annually to insure full utilization of software and adherence to "best practices".
11. Identifies and develops new procedural requirements; providing documentation and assuring implementation.
12. Responsible for maintaining procedure documentation on all accounting functions.
13. Accurately records accounting transactions including journal generation and reconciliations.
14. Oversees the preparation of per capita payments to Tribal members and insures that accurate and adequate records of payments are maintained.
15. Ensures the confidentiality and security of all accounting and finance information.
16. Works cooperatively with directors, division heads, and project managers to identify and provide complete financial information in a timely manner.
17. Facilitates training for directors, division heads, others in the use and understanding of financial reports.
18. Participates in a positive, supportive, and team-oriented environment.
19. Performs other job-related duties as assigned.

#### SUMMARY OF QUALIFICATIONS:

- A Bachelors degree in Accounting or related field is required.
- Minimum of five years experience in accounting field required with at least two years of governmental accounting required.
- Computer experience required including Microsoft Windows, MS Excel, MS Word, MS Access.
- Must possess strong critical thinking skills.
- Must possess strong communication skills both written and oral. Must be able to communicate to accounting staff, supervisors, and non-accountants including Tribal Council.
- Prior supervisory experience required.
- Must be organized and detail oriented.
- Must pass criminal history background check and pre-employment drug test.

#### PREFERRED QUALIFICATIONS:

- Ten (10) years experience in accounting field.
- CPA strongly preferred.
- Knowledge of PeopleSoft financial programs strongly preferred.

#### **APPROVED:**

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Human Resource Director

Date

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Executive Officer

Date

**HIRING PREFERENCE:**

1. First preference shall be given to enrolled members of the Southern Ute Indian Tribe.
2. Second preference shall be given to Indians who are legally married to enrolled members of the Southern Ute Indian Tribe.
3. Third preference shall be given to enrolled members of the Ute Mountain and Northern Ute tribes.
4. Forth preference shall be given to Local Indians.
5. Veteran

**HOW TO APPLY:**

1. A completed, signed Application for Employment must be received by the Human Resource Department by 5:00 p.m. on the date of the job closing.
2. A separate Application for Employment must be completed for each position applied for.
3. Mail, deliver, or FAX a completed and signed Application for Employment to the address at the top of the page.