

**Kwahn Corporation**

P.O. Box 1087

Burney, CA 96013



[www.KwahnCorporation.com](http://www.KwahnCorporation.com)

Phone: 1(530)335-2244

Fax: 1(530)852-3957

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Ajumawi • Aporige • Astariwi • Atsugewi • Atwamsini • Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosealekte • Madesi

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### Financial Controller Position Description

**Position Title:** Financial Controller

**Department:** Finance

**Reports To:** Executive Director

**Supervises:** AR/General Ledger Accountant, Accounts Payable/Payroll

**Status:** Full-time

**Salary range:** \$87,690-\$114,826

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#### **SUMMARY:**

The Financial Controller is the executive-level financial staff person of the corporation. As such, he or she is responsible for the financial stability and accountability of all program activities; to develop, implement and maintain the Fiscal Policies and Procedures; to maintain internal fiscal controls with professional accounting standards; to maintain accurate financial records; to ensure compliance of reporting requirements; to assist with the preparation and revision of budgets; to coordinate audits; to coordinate third party physical inventory count and to analyze inventory; and to supervise, monitor and evaluate the duties, responsibilities and performance of the Fiscal Department staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

1. Maintain chart of accounts
2. Debt Management and collection
3. Develop, implement, and maintain Fiscal Policies and Procedures. Review, update and obtain approval by the CEO and Board of Directors annually.
4. Maintain financial stability and internal fiscal controls and systems to assure compliance with established standards, policies, and procedures.
5. Provide recommendations to the CEO and Board of Directors of alternative fiscal practices or plans which would result in additional revenue, decreased expenditures, and financial efficiency.
6. Plan, organize and coordinate the duties of the Fiscal Department staff. Provide technical advice or assistance regarding fiscal matters, policies, procedures, and computerized accounting systems.
7. Communicate with funding agencies to ensure sufficient funds are available for program operation, perform fund transfers.
8. Review and approve financial status reports and funding reimbursement vouchers. Ensure the reports are reconciled to the general ledger, verify supporting documentation, and submit to funding agencies in a timely manner.

9. Maintain and complete tax returns where necessary and reconcile quarterly tax returns to the general ledger and submit in a timely manner.
10. Assist in preparation and revision of budgets for all contracts, grants and proposals cooperatively with the CEO and Board of Directors.
11. Monitor all contract, grant, and corporate budgets to maintain controlled spending, utilize all available funds and verify that expenses are appropriate to line items in budget.
12. Prepare monthly Fiscal Report and present it to CEO and Board of Directors at Board Meeting. Provide copy of Fiscal Report to Tribal Council.
13. Review and approve bank reconciliations monthly, verifying balances are reconciled to the general ledger.
14. Review and approve bi-weekly payroll documents prior to processing paychecks. Ensure that quarterly tax returns are prepared and submitted in a timely manner and are reconciled to the general ledger.
15. Review Accounts Payable Vouchers for accuracy of funding source, general ledger account coding and verify that appropriate documents are attached prior to approval.
16. Ensure compliance of purchasing procedures, perform physical inventory of assets and equipment annually, maintain current inventory list, ensure items are recorded as purchased or obtained.
17. Supervise, monitor, and evaluate the duties, responsibilities and performance of the Fiscal Department staff and other personnel as designated by the CEO in accordance with the guidelines in the Personnel Policies and Procedures Manual.
18. Provide orientation, training, and staff development to Fiscal Department staff.
19. Develop, review and update Position Descriptions as necessary.
20. Annually review service contracts, leases, maintenance agreements, group health and life insurance, vehicle insurance, commercial insurance, and workers' compensation insurance, requesting bids when necessary
21. Prepare and present complete and accurate fiscal records for the annual independent audit, respond to findings with corrective plan of action, review Financial and Compliance Report prepared by auditor with CEO and Board of Directors. Forward a copy of the report to funding agencies.
22. Attend Staff, Departmental, Board, Tribal Council and Committee meetings as required.
23. Responsible for risk management of fiscal policies, procedures and practices. Identifying strategies to mitigate risk as much as possible.
24. Other fiscal duties as assigned by the CEO or Board of Directors.

### **Required Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Bachelor's degree in accounting or business Administration and/or at least 10 years' work experience in the accounting field, including work with accounting software.
2. Must understand the various sources of income that the stores receive.
3. Must possess effective communication and organizational skills. A minimum of one year's experience in Accounts Receivable, with a concentration on sorting and prioritizing invoices, researching inadequate information, and communicating with customers on

problematic or past-due accounts required. Must be computer-literate in appropriate software.

4. Ability to maintain financial stability and internal fiscal controls to assure compliance with established standards, policies, and procedures.
5. Experience in government contract management and fund accounting.
6. Working knowledge of national and local tax regulations and compliance reporting.
7. Experience in managing payroll, with focus on streamlining accounting processes
8. Exemplary history of financial project management
9. Knowledge of purchasing procedures, property management and inventory control
10. Ability to plan, organize and coordinate functions of fiscal staff.
11. Knowledge of audit preparation
12. Ability to train, supervise, evaluate, and provide leadership to staff.
13. Ability to maintain strict confidentiality of records and information.
14. Must possess a valid CA Driver's License and be able to travel occasionally.
15. Must be willing to submit to and pass pre-employment drug screening test.

#### **LANGUAGE SKILLS:**

Ability to read, analyze, and interpret the most complex of documents, such as technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information in one-on-one and small group situations.

#### **MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

#### **REASONING ABILITY:**

Ability to apply commonsense understanding to carry out a variety of instructions furnished in oral, written or diagram form.

#### **PHYSICAL DEMANDS:**

While performing the duties of this job, the Employee is regularly required to talk or hear. The Employee is also regularly required to stand, walk; sit; and use hands to finger, handle, or feel objects, tools, or controls. The Employee is occasionally required to reach with hands and arms, and to sit; climb or balance; and stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

#### **WORK ENVIRONMENT:**

The Employee is regularly exposed to risk of radiation (from computers), as a great deal of the workday is spent working on spreadsheets or inputting data into the computer system. The noise level in the work environment is usually moderate.

**Indian Preference:** Preference will be given to qualified Native Americans under the Federal Indian Preference Act (43 CFR 17.3 (d)). Applicants claiming Indian Preference must submit verification of Indian certification by tribe or affiliation or other acceptable documentation of Indian heritage.

**Equal Opportunity Statement:** *The Pit River Tribe's Kwahn Corporation is an Equal Opportunity Employer and is committed to providing a workplace environment free of discrimination. The Tribe will not hire, discharge, or in any other way discriminate against an employee in compensation, working conditions or any other terms or benefits of employment because of the employee's race religion, color, national origin, sex, age, citizenship, ancestry, physical or mental disability, medical condition, marital status, sexual orientation, or any other non-merit factor.*

**Knowledge of Pit River Tribe:** this position requires an awareness and deep appreciation of the Pit River Tribe Indian Tradition, customs, and socioeconomic need. It always requires the ability, to meet and deal effectively in contacts with Indian people and organizations. This requires tact, courtesy, confidentiality, discretion, resourcefulness, and good judgment in handling sensitive issues.

**Other duties as assigned:** The Kwahn Corporation position description is a management tool to help organize duties and provide employees with the employer's expectations regarding the specific job classification. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is a reasonable assignment for the position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Job Description Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairperson, Board of Directors