

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PERSONNEL OFFICE
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*** * * V A C A N C Y A N N O U N C E M E N T * * ***

TITLE: Assistant Comptroller

LOCATION: Office of Financial Management
New Tribal Complex, Pablo, MT.

SALARY: \$30.58 - \$35.15 per hour

CLOSING DATE: Monday, July 8, 2024 at 5:30 p.m.

SPECIAL CONDITIONS:

This is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six-month probationary period.**

This position is a professional position with Department of Financial Management. The primary responsibility of this position is to assist the Tribal Comptrollers (I & II) in ensuring the financial reporting system maintains compliance with GAAP, Governmental GAAP, GASB, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements For Federal Awards (2 CFR 200) and all other required and applicable regulations. In addition, this position assists the Tribal Comptrollers (I & II) in developing, maintaining, and delivering financial reports using the Tribe's accounting and financial data to Tribal Council, Executive Staff, Director of Financial Management, Department Heads and others as needed so those positions have sufficient information with which to perform their respective duties.

Duties assisting Comptrollers (I & II) include but are not limited to:

- The development of complete year-end financial statements including footnotes, etc. (when the financial statement capability is made available to CSKT) and the processes to ensure that the resulting financial statements are following GAAP and GASB and other related regulations and guidance.
- Reviewing the external auditor prepared financial statements during the period of development of CSKT prepared financial statements, when practicable.
- The development, review, revision and maintenance of accounting policies and procedures and the related manual.
- Providing the accounting department with oversight of adjusting entries to the general ledger.
- Ensuring that all financial statements, interim and year end, meet the requirements of GAAP, GASB and other requirements as directed, whether CSKT prepared or external auditor prepared.
- Ensuring that all required reconciliations of general ledger accounts to the related subsidiary ledgers are completed timely and according to Tribal policy.
- Ensuring that Central Accounting and others are adequately prepared for the external audit cycle.
- Coordinating the information and documentation requests from external auditors as they relate to Central Accounting and other departments & programs or as directed.

- All phases of the actual conduct of the external audit process.
- Establishing, maintaining and strengthening effective internal controls and procedures for compliance with laws and- regulations applicable to all programs including CSKT policies and procedures.
- Testing the effectiveness of internal controls throughout the accounting cycle and reporting the results of that testing to the Comptroller (I&II)
- Working closely with the Contracts and Grants Office, Investment/Cashflow Manager, Accounting Manager, Payroll Manager and all other departments as required to ensure accurate financial recording and reporting.
- Providing technical expertise and training to all Tribal departments and Programs as directed and specifically to Central Accounting, Property & Supply, Tribal Credit, OST/IIM Office, Tribal Lands Department when requested by the Department/Program managers or the Director of Financial Management.
- The implementation, monitoring and testing of the fixed assets inventory and fixed assets module of the accounting system.
- Providing the Director of Financial Management with reports, reconciliations and other information as directed.
- Performing all special projects or specific tasks as might be requested by the Director of Financial Management from time to time.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- Must have bachelor's degree in accounting or related field or in the alternative, acceptable experience in finance/accounting.
- Prefer a minimum of 3 years accounting experience or experience in a related function.

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

- ❖ It is desirable for the applicant to describe his/her intent to make this position part of their long-term career goals and how he/she in this position would become a part of the long-term plans for growth and strengthening the Comptrollers' Office.

✚ **Interested applicants may obtain further information by requesting a copy of the full position description from the Tribal Personnel Office (406) 675-2700 Ext. 1259/1040.**

SUBMIT:

1. Complete Tribal employment application.
2. Copy of relevant academic transcripts and/or training certificates.
3. If enrolled in a Federally recognized Tribe other than CSKT, please submit proof.
4. If claiming Veterans preference, submit a copy of the DD214 form.

❖ **FAILURE TO SUBMIT THE ABOVE DOCUMENTATION MAY RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS**

- ☑ **INCLUDE A LETTER OF REFERENCE, COVER LETTER OR A RESUME AS A PERSONABLE SUPPLEMENT TO THE APPLICATION PACKET.**

SUBMIT ALL OF THE ABOVE TO: Personnel Department, PO Box 278, Pablo, MT 59855, (406) 675-2700, Ext. 1040.

FOR MORE INFORMATION: Contact Bill Bjarko, Tribal Comptroller 675-2700, Ext. #1375.