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10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

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**Position:** Controller  
**Department:** Finance  
**Reports to:** Finance Director  
**Supervisory:** Two Accounting Staff  
**Job Type:** Full-Time Salaried, Exempt  
**Pay Range:** \$85-100,000/year  
**Hours:** M-F 8:00 – 5:00  
**Date:** December 12, 2022

**POSITION SUMMARY:** The Controller is responsible for the integrity and timeliness of the financial information of the Native Village of Eyak. Prepares financial statements for distribution for internal and external reporting, including consolidated statements. Under the supervision of the Finance Director, 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/Fixed Assets, Accounts Receivable, Accounts Payable, Purchasing, and Contracts and Grants.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Provides leadership and direction throughout the accounting and financial reporting process.
2. Responsible for the General Ledger/Fixed Assets, Accounts Receivable, Accounts Payable, Purchasing, and Contracts & Grants staff to include recruitment, supervision, scheduling of leave, counseling, disciplinary actions, performance evaluations, training, skills development, and termination.
3. Assists the Director with oversight of all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP, GASB standards, and regulatory requirements.
4. Actively participates in the monthly closing process, ensuring accuracy and timeliness of the monthly and annual closing of the books.
7. Evaluates, develops, and documents business processes and accounting policies to maintain and strengthen internal control.
8. Reviews accounting policies and procedures at least annually to ensure strong internal control and adherence to best practices.
9. Ensures adherence to Tribal policies and procedures, both within the accounting office and the organization.
10. Ensures the confidentiality and security of all accounting and finance information.
11. Works cooperatively with directors, division heads, and project managers to identify and provide complete financial information in a timely manner.
15. Assists the Finance Director to facilitate training for directors, division heads, and others in the use and understanding of financial policies, practices, and reports.
16. Participates in a positive, supportive, and team-oriented environment.
17. Responds to requests from the Finance Director in a timely manner.
18. Performs other job-related duties as assigned.

**QUALIFICATIONS:**

Must have a BA/BS in Accounting or related field OR 10 years of accounting experience in a progressively responsible position. A combination of significant and relevant education and experience may be considered in lieu of a degree.



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Must have 5 years of experience in an accounting field including 2 years of governmental accounting.  
Must have 3 years of supervisory experience.  
Must have computer experience including Microsoft Word and Excel.  
Must pass a thorough criminal history background check and pre-employment drug test.

**PREFERRED QUALIFICATIONS:**

7 years of experience in an accounting field.  
Knowledge of MIP financials program.

***Native American preference: all applicants welcome to apply***

**Benefits:**

- **401(k)**
- **401(k) matching**
- **Dental insurance**
- **Disability insurance**
- **Employee assistance program**
- **Health insurance**
- **Life insurance**
- **Paid time off**
- **Vision insurance**