

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

CONTROLLER

Team: Finance
Reports To: Director of Finance
FLSA Status: Exempt

Salary Grade: 10
Schedule: Regular, Full Time
Last Revised: March 2024

POSITION SUMMARY

The Controller is responsible for the integrity and timeliness of the financial information of the Native Village of Eyak.

ESSENTIAL DUTIES

1. Provides leadership and direction throughout the accounting and financial reporting process.
2. Assists the Director with oversight of all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP, GASB standards, and regulatory requirements.
3. Participates in the monthly closing process, ensuring accuracy and timeliness of the monthly and annual closing of the books.
4. Evaluates, develops, and documents business processes and accounting policies to maintain and strengthen internal controls.
5. Reviews accounting policies and procedures at least annually to ensure strong internal controls and adherence to best practices.
6. Ensures adherence to Tribal policies and procedures, both within the accounting office and the organization.
7. Ensures the confidentiality and security of all accounting and finance information.
8. Works cooperatively with directors, division heads, and project managers to identify and provide complete financial information in a timely manner.
9. Assists the Finance Director to facilitate training for directors, division heads, and others in the use and understanding of financial policies, practices, and reports.
10. Participates in a positive, supportive, and team-oriented environment.
11. Responds to requests from the Finance Director in a timely manner.
12. Attends and/or facilitates all mandatory meetings and training.
13. Maintains confidentiality at all times.
14. Maintains awareness and sensitivity to Native American culture.
15. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- Supervises the General Ledger/Fixed Assets, Accounts Receivable, Accounts Payable, Purchasing, and Contracts & Grants staff.

KNOWLEDGE, SKILLS, AND ABILITIES

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, skills, and/or ability required.

POSITION REQUIREMENTS

- Knowledge of economic and accounting principles and practices and the analysis and reporting of financial data.
- Knowledge of business and management principles involved in strategic planning, resource allocation, and leadership techniques.
- Knowledge of administrative and office procedures and systems such as word processing, managing files and records, and workplace terminology.
- Knowledge of arithmetic, algebra, calculus, statistics, and their applications.
- Attention to detail and thoroughness in completing work tasks.
- Use logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Understand written sentences and paragraphs in work-related documents.
- Talk to others to convey information clearly and effectively.
- Strong time management skills with the ability to prioritize tasks to meet deadlines.
- Must be honest and have professional integrity.
- Ability to maintain composure when dealing with difficult and stressful situations.

COMPUTER SKILLS

- Proficient in Microsoft Office (Word, Excel, etc.); familiar with MIP financials program.

EDUCATION AND EXPERIENCE

Education: Bachelor's Degree in Accounting.

Experience: Five years of experience in an accounting field including two years of governmental accounting; three years of supervisory experience; seven years' experience in an accounting field preferred.

A combination of education and experience may be considered as a substitute for a degree requirement.

Certificates & Licenses: Alaska State driver's license.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this position, the following will be required of employees:

- Prolonged periods sitting at a desk and working on a computer.
- Regularly manipulate a variety of data via verbal, written, and electronic media and related equipment.
- Regularly use mental, oral, and written methods of creating complex material using high level cognitive functions, or otherwise create and communicate NVE policies, procedures, goals, and objectives.
- Typically move about and lift up to 25 lbs. to coordinate work.
- Constantly use memory or otherwise access mental information pertinent to work.
- Regularly be able to sit and stand for extended periods of time to complete work and attend meetings.
- Regularly be able to walk, bend, crouch, and otherwise twist to complete work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this position, employees may be exposed to the following conditions:

- Due to the varied nature of working for a Tribal Government, exposure to an inclement outdoor environment, which may include snow, rain, and sun, may occur.
- Work in a confined space (office).
- Exposure to moderate noise (office equipment and foot traffic).

Other Requirements: Required to submit to a background check and follow the NVE Tribe’s drug policies.

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Disclaimer

The Native Village of Eyak has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Native Village of Eyak reserves the right to change this job description and/or assign tasks for the employee to perform, as the Native Village of Eyak may deem appropriate. Your signature below signifies that you understand the duties, expectations, and contents of this job description.

Preference for NVE Tribal members is in effect for this position. The successful candidate will be required to follow the NVE Tribe’s drug policies.

Employee Signature:

Date:

Manager Signature:

Date: