



PUEBLO DE SAN ILDEFONSO
Human Resources Office
02 Tunyo Po
Santa Fe, NM 87506

POSITION DESCRIPTION

POSITION: Controller
SALARY: DOE
FLSA Status: Exempt

LOCATION: San Ildefonso Pueblo
REPORTS TO: Tribal Administrator
CLASSIFICATION: M-4
GRADE: 210

JOB SUMMARY

The Controller is responsible for overall direction and management of all Tribal financial matters and oversight of the Pueblo's Accounting Department.

SUPERVISION AND GUIDELINES

Work performed is under the supervision of the Tribal Administrator. Guidelines include Generally Accepted Accounting Principles, applicable laws, rules and federal regulations. Federal regulations include Public Law 93-638, OBM Circular 2 CFR, Part 225 (formerly A-87) and various others affecting the management and administration of federal, state and other funding. Other guidelines include Pueblo de San Ildefonso policies and procedures and supervisory and administrative instructions and directives.

ESSENTIAL FUNCTIONS

Direct the overall operation of the Accounting Department and designation of accounting duties and responsibilities.

Provide hands-on service (processing checks, reconciling accounts, etc.) to properly maintain accounting records.

Work with the Governor, Tribal Administrator and Contracts Administrator in the control and management of all Tribal financial affairs, including Tribal investments.

Provide supervision of Accounting Department staff.

Maintain the Micro Information Products (MIP) fund accounting system in daily accounting and record keeping. Coordinate the implementation of upgrades as needed to the accounting system.

Provide budget, expenditure and financial information to the Governor, Tribal Administrator, and Department Directors and Program Managers on a regular, timely basis.

Work with the Tribal Administrator and Contracts Administrator to ensure all Tribal, Federal, State and other reporting requirements are met (federal and state tax reporting, grant/contract financial reporting, etc.).

Provide information to the Governor and Tribal Council as necessary to keep them current on the tribe's overall financial position.

Provide administrative and technical assistance to the Governor, Tribal Administrator, Contracts Administrator and department Directors, as needed, on financial and accounting-related issues.

Prepare annual financial statements according to Generally Accepted Accounting Principles (GAAP).

Maintain and operate the indirect cost pool (budgets, proposals, etc.).

Coordinate the annual Single Audit with input from the Tribal Administration.

Implement, process, and maintain accounting work based on GAAP.

Maintain an effective internal control environment to properly account for all Tribal/program funds.

Serve on the Retirement Committee and serve as Plan Co-Administrator along with the Human Resources Director.

Other related duties as assigned.

WORK ENVIRONMENT

Work performed in an office setting. Some in-state and out-of-state travel required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Knowledge of Public Law 93-638, OMB Circular 2 CFR (formally A-87) and various other regulations affecting the management and operation of grants and contracts. Knowledge of fund accounting systems and software, particularly the Micro Information Products (MIP) Non Profit Series software.

Ability to use computer technology such as MS Office (Word, Excel, Access, MS Publisher, PowerPoint), word processing and spreadsheets, as well as Internet and e-mail. Knowledge of Retirement Plan Administration.

Department: Human Resources

Date Created: 02.08.15, Revised 3/7/2017 & 6/05/2023

Approved: Human Resources Manager: Diane Jones and Tribal Administrator, John Gonzales

QUALIFICATIONS

Bachelor's degree in related field. Certified Public Accountant preferred. Minimum of 6 (six) years experience in the accounting or financial management field, with an emphasis on governmental or tribal governmental accounting. Possession of a valid Driver's License and insurable under the Tribal liability policy. A favorable background check is required.

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