



Ute Indian Tribe

Tribal Comptroller

Department Name & Department Number

Accounting #4001

General Description of Position

Performs administrative, professional and supervisory work in The Tribe's auditing Accounting, Finance, and Budget activities.

Supervision Received

Works under the general direction of the Executive Director and the Tribal Business Committee.

Supervision Exercised

Exercises supervision over professional, technical and clerical personnel directly or through subordinate supervisors in the areas of audit, accounting, procurement, payroll, and grants monitoring.

DUTIES AND RESPONSIBILITIES (Examples may include but are not limited to the following).

Directs and has responsibility for the coordination of all accounting records for all funds, financial reporting, budget accounting control and audits of all disbursements and revenues of the Tribe which uses a centralized accounting system to account for financial activities for all Tribal departments, grants, and contracts.

Develops and revises as necessary department's policies and procedures within the framework of established accounting principles, Tribal Personnel Manual, and Tribal regulations.

Confers with the Executive Director and Business Committee on all aspects of accounting procedures and responsibilities.

Directs the installation, maintenance and operation of the Tribe's accounting system and directly or indirectly, supervises personnel in the departments of Procurement, Accounting, and assist them with technical problems as appropriate. Prepare journal vouchers and budget adjustments to be posted to the general ledger.

Supervises preparation of monthly financial reports for all Tribal departments and grants. Reports financial Tribal operations monthly to the Tribal Business Committee and advise

them on the financial condition of the Ute Indian Tribe. Assist the Tribal Business Committee in financial decisions..

Represents the Ute Indian Tribe financial dealings with the Bureau of Indian Affairs (B.I.A.) and other government or private entities.

Works closely with independent auditors and personnel in connections with federal government programs and the annual audit of the Tribe's financial statements.

Other duties as assigned.

MINIMUM QUALIFICATIONS

Required knowledge, skills, and Abilities

- Must have a CPA Certificate.
- Must have knowledge of fiscal accounting principles, standards, practices, and procedures. Must have knowledge and be familiar with fund accounting and related statistical procedures.
- Ability to analyze a variety of fiscal and organizational problems and make recommendations.
- Ability to plan direct and supervise the work of others.
- Ability to establish and maintain effective working relationships with employees, other departments and the public.
- Be familiar with the Great Plains system.
- Experience with profit organizations.

EDUCATION & EXPERIENCE

- Graduate from a College or University with a Bachelor's Degree in Accounting.
- Minimum of five (5) years of professional experience in fund accounting and audit operation.
- Minimum of five (5) years of supervisory experience in directing accounting and Tribal operations.
- MBA and/or oil and gas industry experience preferred.

NECESSARY REQUIREMENT

- Must have a valid Utah Driver License and be able to obtain a Tribal License.
- Must be able to pass a pre-employment drug/alcohol test; prior to employment.
- Must pass a Criminal Background Check.

Revised: 02/19/08

