



FALLON TRIBAL DEVELOPMENT CORPORATION
OFFICIAL POSITION DESCRIPTION

Adopted/Revised:
3/12/2020

CORPORATE CONTROLLER

Division:	Finance—Corporate Office	Class Code:	600
Supervisor:	Board of Directors	Pay Grade:	Grade 21 (\$61,065.35-\$68,729.59 annually)
FLSA Status:	Exempt		

POSITION DESCRIPTION

The Corporate Controller is responsible for the financial and accounting operations of the corporation, to include the production of periodic financial reports, maintenance of an adequate system of accounting records, risk management, financial analysis, cash management and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the company's reported financial results and ensure that reported results comply with Generally Accepted Accounting principles (GAAP).

ESSENTIAL DUTIES AND RESPONSIBILITIES (OTHER DUTIES MAY BE ASSIGNED)

1. Maintain a documented system of accounting policies and procedures.
2. Manage outsourced functions.
3. Oversee the operations of the finance department, including the design of an organizational structure adequate for achieving the department's goals and objectives.
4. Oversee the finance and accounting operations of the FTDC and its subsidiary companies, especially their control systems, transaction-processing operations, and policies and procedures.
5. Monitor cash flow to ensure that accounts payable are paid in a timely manner
6. Ensure that all reasonable discounts are taken on accounts payable
7. Ensure that accounts receivable are collected promptly
8. Ensure that periodic bank reconciliations are completed
9. Ensure that required debt payments are made on a timely basis
10. Maintain the chart of accounts
11. Maintain an orderly accounting filing system
12. Maintain a system of controls over accounting transactions

(Continued on next page)

13. Issue timely and complete financial statements
14. Coordinate the preparation of the corporate annual report
15. Recommend benchmarks against which to measure the performance of corporate operations, including specific divisions and subsidiary companies
16. Manage the production of the annual budget
17. Calculate variances from the budget and report significant issues to the Board of Directors
18. Provide financial analyses as needed, in particular for capital investments, pricing decisions, and contract negotiations
19. Coordinate the provision of information to external auditors for all audits
20. Monitor debt levels and compliance with debt covenants
21. Comply with local, state, and federal government reporting requirements and tax filings
22. Protect the corporation's value by keeping information confidential and relaying all relevant information and progress to the Corporation's Board of Directors and management staff
23. Supervise a variety of personnel actions to include, but not limited to, training, hiring, performance evaluations, promotions, transfers, vacation requests, and dismissals.
24. Other job-related duties as assigned by the supervisor.

KNOWLEDGE, SKILLS, & ABILITIES:

Effective oral and written communications skills

Strong knowledge of accounting principles and processes

Knowledge of and experience with complex computer-based financial management systems, including system upgrades.

Knowledge and possession of high professional standards and a personal code of ethics characterized by honesty, integrity, openness, and fairness.

Strong leadership and administrative skills including, but not limited to: strategic planning, personnel, budget and resource management, and continuous improvement assessment of the corporate's operations in all areas.

Strong analytical, critical thinking, project management, problem recognition, and resolution skills.

Ability to interpret and appropriately apply accounting principles and regulations

Ability to develop and administer fiscal plans, financial systems, policies and procedures.

Ability and experience in generating timely and accurate financial information and reports.

(Continued on next page)

Ability and experience developing, implementing and maintaining internal controls to effectively safeguard and manage finance resources.

Ability to communicate financial information to all levels of staff and the public effectively, both verbally and in writing.

Ability to develop collaborative and strong working relationships with internal and external constituencies as a service-oriented professional.

Ability to manage time and deliver projects in an environment of competing priorities.

Must occasionally work weekends and evenings.

Must possess strong organizational skills; excellent computer skills; proficiency with Microsoft Office applications, specifically Microsoft Word, Excel and PowerPoint preferred.

MINIMUM QUALIFICATIONS

1. **Education:** Essential: Undergraduate degree in Accounting or related business field.
Desirable: MBA degree and/or CPA certificate.
2. **Experience:** Essential: Five (5) years progressive experience in business/financial services and three (3) years of supervisory experience in accounting or related business field.
Desirable: Experience with integrated accounting software, such as QuickBooks or similar software, as well as accounts payable, payroll, and cash management functions.
3. Preference will be given to candidates with a Certified Public Accountant (CPA) designation.
4. Experience with business investment and/or private equity, due diligence and financial evaluation and experience with tribal government and/or tribal businesses preferred.
5. Must have a valid driver's license and be insurable under the FTDC's insurance policy.

GENERAL EMPLOYMENT INFORMATION

Fallon Paiute-Shoshone Tribe and Native American/Indian Preference. Employment preferences to members of the Fallon Paiute-Shoshone Tribe and to members of federally-recognized Indian Tribes shall apply to this position pursuant to the FTDC's Personnel Policies. Persons of Tribe and/or Indian ancestry and wish to claim these employment preferences should submit a copy of the Tribal Enrollment card/certification indicating the name of the Tribe they are enrolled with.

U.S. Veteran's Preference. Preference to opportunities to veterans honorably discharged from the United States Armed Forces shall apply to this position pursuant to the FTDC's Personnel Policies.

Equal Opportunity Employer. The Fallon Tribal Development Corporation does not discriminate on the basis of race, color, national original, sex, religious preference, age, handicap, marital status, political preference, genetics or membership or non-membership in any employee organization, except as allowed by Federal and/or Tribal Law.

Drug Free Workplace. The Fallon Tribal Development Corporation is a drug-free workplace. All employees are subject to a pre-employment drug test (at his/her own expense) and random drug screens.

Background Checks. All employees must be able to pass a background check per the FTDC's background check procedures.

Position Description Limitations. This position description does not constitute an employment agreement between FTDC and the employee, and is subject to change by the FTDC Board of Directors as the needs of FTDC and the requirements of the job change. This position description is not intended to present a descriptive list of the range of duties performed by any employee in this position and is not intended to reflect all duties performed within the position.

EMPLOYEE RECEIPT AND ACKNOWLEDGEMENT

I have received a copy of this approved position description. I have read this position description (or had it read to me), and I understand all my job duties and responsibilities. I further understand that my duties may change on a temporary or regular basis according to the needs of FTDC without it being specifically included in the position description. I will be notified of these changes in writing and have an opportunity to ask any questions with my immediate supervisor or Human Resources. I understand that all evaluations and any pay increases will be based on my ability to perform the duties outlined in this position description. I have discussed any questions I may have about this position description prior to signing this form.

Employee's Signature: _____

Date: _____

Human Resources Signature: _____

Date: _____

This acknowledgment will be placed in the employee's personnel file.