

## Employment Opportunity

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8802 27th Ave NE, Quil Ceda Village, WA 98271  
Office: 360-716-5000 • [www.QuilCedaVillage.org](http://www.QuilCedaVillage.org)



Quil Ceda Village  
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**JOB TITLE:** QCV/TFCC Finance Controller

**PAY RANGE:** \$52.88-\$79.32

**DEPARTMENT:** QCV Finance

**JOB DESCRIPTION:** The Controller is a “hands on” accounting role that oversees the daily operations of the Tulalip Tribal Federal Corporation’s (TTFC) Finance Department. The Controller provides direct oversight of the Organization’s general ledger and accounting functions for the TTFC Finance Department. The Controller also oversees the financial manager’s duties of Quil Ceda Village’s Government and Enterprise divisions. The Controller plays role in maintaining a system of internal controls over accounting transactions.

The Controller will also oversees the Tulalip Tribal Federal Corporation’s audits and works with the CFO and CEO on financial analyses and valuation & ROI analyses of proposed TTFC strategic acquisitions.

**TO APPLY:** Complete the web form application located on the Quil Ceda Village Self Service portal: <https://ess.tulaliptribes-nsn.gov/MSSQCV/employmentopportunities/default.aspx>. For more information or questions, please visit: <http://quilcedavillage.org/Employment> or call Quil Ceda Village HR at 360-716-5047.

**NOTE:** *The Tulalip Tribes publicly announces that Indian Preference in hiring applies to Tulalip job opportunities.*

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**EMPLOYEE CLASSIFICATION:** Exempt

**EMPLOYEE REPORTS TO:** Chief Financial Officer (CFO of QCV), Chief Executive Officer (CEO of TTFC), GM of QCV

**EMPLOYEE SUPERVISES:** Enterprise Finance Manager; QCV Government Finance Manager; TTFC Financial Analyst; TTFC Accountants

### EDUCATION:

- BA/BS Degree from an accredited college or university in Finance, Accounting or related field.
- CPA or 10 year in Controller or equivalent financial leadership role can be substituted in lieu of CPA

### SKILLS:

- Work effectively in a culturally diverse environment.
  - Maintain confidentiality and communicate with tact and discretion.
  - Organize, plan, coordinate, and carry-out assigned tasks with accuracy and attention to detail.
  - Provide excellent customer service and problem solve effectively.
  - Learn, interpret and apply codes, policies, procedures, and other written materials.
  - Continually learn and utilize a variety of information systems and software
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- Supervise, coach, and train employees to achieve individual, department, and tribal goals.
- Commit to continue education in a field of accounting.

#### EXPERIENCE:

- Must have five (5) years' experience as a Controller or equivalent financial leadership role.
- Must have five (5) years' working knowledge of Microsoft Excel and Word.
- Must have five (5) years' working experience working with accounting systems or ERP Systems.
- Must have five (5) years' direct accounting experience to include general ledger and financial reporting.
- Must have five (5) years GASB, GAAP and/or Fund/General Accounting concepts experience.
- Proven ability to lead and manage teams in a fast paced environment.

#### OTHER REQUIREMENTS:

- Office practices and procedures.
- Office management and supervision practices and procedures.
- Principles and practices of tribal government management.
- Principles, theories, and practices of generally accepted accounting principles (GAAP), and GASB statements.
- Internal and operational control concepts, techniques, and relationships.
- IT systems policies, security, and protocols.
- Valid Driver's License
- Employment is contingent upon successful completion of a pre-employment background check.

#### PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Ability to sit extended periods, up to eight hours per day.
- Tolerance for exposure to computer screens, for up to eight hours per day.
- Manual and finger dexterity to operate personal computer, and the accomplish routine paperwork.
- Ability to stoop and bend for routine filing duties.

#### SPECIFIC JOB PERFORMED:

- Supervise and support the Financial Managers of the Quil Ceda Village Finance Department to ensure that they have the guidance, knowledge, and ability to perform their duties in a timely and efficient manner.
- In conjunction with the QCV Finance Managers, the Controller will manage the Finance Department with a focus on team member development, resulting in a disciplined organization. Additional management duties include:
  - Conducting performance evaluations and improvement plans;
  - Assigning or delegating work; and
  - Assisting with Corrective action.

- Develop and implement month end processes for each financial division to ensure all accounting transactions are timely recorded and reconciled and ensure that all discrepancies are investigated and resolved in a timely manner.
- Review various aspects of the financial accounting records to ensure they are accurate, timely recorded, and recognized in accordance with GAAP, Federal and State regulations.
- Assist the CFO with the preparation of the monthly financial statements of the Organization.
- Work closely with the CFO and TTFC's CEO to develop financial analyses template of acquisition opportunities within QCV and beyond.
- Analyze Sales Tax dollars income on all proposed acquisitions pursuant to Tulalip's sales tax case.
- Serve as the technical point of contact for finance staff for accounting regulation interpretation and implementation (GAAP, GASB, FASB).
- Will be "hands-on" and assist finance staff with proposing complex adjusting journal entries.
- Ensures that all external reporting (payroll returns, grant reports) are prepared and remitted timely.
- Ensure internal controls are in place and operating effectively.
- Improve the efficiencies of the finance department systems and processes.
- Leads the finance team in the execution of the division's assigned responsibilities.
- Serve as the key liaison with external auditors and supervise the year-end financial statement audit process.
- Maintains the confidentiality of all finance department items.
- Conducts Finance Department staff meetings and Finance Department Coordinator/Manager meeting as requested by the CFO.
- Performs other duties as assigned and directed by CFO.
- All duties perform in accordance with Tribal policies and procedures, including present and future policies and procedures.
- Develop an effective team to achieve department goals in line with the Tulalip Tribes Mission, Vision, and Values. Engage, coach supervise, train, and evaluate assigned employees.
- Develop, manage, and authorize expenditures from assigned budgets.
- Represent assigned department(s) to internal government audiences, the Tulalip Tribes community, and external agencies and organizations.
- Regular and satisfactory attendance and punctuality.

#### **TERMS OF EMPLOYMENT:**

This is a Regular Full-time position, requiring at least 40 hours per week, or 2080 hours per year. Employee may be required to work after hours, weekends, special events and/or on call. Upon successful completion applicable probationary period employee may be eligible for an increase in pay, subject to budgetary restriction. Employees will be required to work on-site, no telecommuting. No provisions for relocation will be provided.

**Disclaimer:** The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.