



The Klamath Tribes
501 Chiloquin Blvd/P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219
HR Fax: (541) 783-2836

OPEN: 08/02/24
CLOSE: Until
Filled

EXEMPT X
NON-EXEMPT _____

POSITION DESCRIPTION

POSITION: FISCAL COMPTROLLER

RESPONSIBLE TO: Chief Finance Officer

SALARY: Step Range: 31-50; Full Benefits
Salary Range: \$69,167 - \$121,285
Hourly Range: \$33.25 - \$58.31

CLASSIFICATION: Professional/Management, Regular, Full-Time

LOCATION: The Klamath Tribes Administration
Finance Department
501 Chiloquin Blvd
Chiloquin, OR. 97624

BACKGROUND: Comprehensive Employment package + credit report

POSITION OBJECTIVES

This is a highly responsible position within the organizational structure of Tribal Administration. The person in this position must have a high degree of understanding pertaining to financial management; processes; practices; and principals of fund accounting. The Fiscal Comptroller is responsible for supervising, organizing, and directing the daily financial accounting activities. The main emphasis will be maintenance of financial records; accuracy of data; year-end close out and participation in annual audit. The Fiscal Comptroller is the immediate supervisor of the Accountant II/Payroll; Accountant II/Accounts Payable; Accountant II/Benefits & Travel; Accountant I/Purchasing Agent, Chief Accountant and the Accounting Specialist.

MAJOR DUTIES AND RESPONSIBILITIES

1. Exercise the full range of supervisory duties for department staff and activities. Perform overall work planning, establish work schedules and priorities, and assign and review work.

Personally, discuss the progress of the work and problem areas as they arise. Recommend employee status and other personnel changes. Approve leave. Evaluate performance. Identify training needed and ensure that training opportunities are provided. Resolve complaints or minor grievances, and advise employees on matters related to less than adequate performance. Keep employees informed of management policies and goals.

2. Ensure accounting transactions are properly classified and all appropriate accounts are reconciled in order that reliable reports can be produced in a timely manner.
3. Review all transactions processed by support staff and posts to books of original entry.
4. Maintain all cash receipts transactions and disbursements. This includes the approval of vouchers for payment and the various letters of credit and web based systems from which the Tribes receive their operating revenues.
5. Responsible for maintaining various banking platforms. Oversee and approve the electronic functions performed by support staff. Monitor Positive Pay, ACH transactions, and Scan Deposit operations.
6. Work closely with HR Department to ensure employee benefits information is accurate to ensure timely and efficient processing of benefit payments to related vendors. Review and approve all payments processed to vendors.
7. Review and approve all Payroll tax reports to State and Federal agencies to ensure accurate and timely payments and reporting.
8. Review financial reports and accounts and prepares adjusting entries when necessary.
9. Assist Program Directors and Managers in analyzing various financial reports.
10. Manage the Tribes Commercial Insurance Policy, which includes submitting claims, allocation of insurance expenses to appropriate programs and processing payments. Communicate with insurance representatives to provide information and update schedules for risk insurance coverage.
11. Like all employees of the Klamath Tribes, the incumbent will be called upon to accomplish other tasks that may not be directly related to this position, but are integral to the Klamath Tribes' broader functions, including but not limited to, assisting during Tribal sponsored cultural, traditional, or community events that enable the successful operation of programs and practices of The Klamath Tribes as aligned with The Klamath Tribes' Mission Statement. Some of these tasks may be scheduled outside of regular work hours, if necessary.

SUPERVISORY CONTROLS

The Chief Finance Officer is the direct supervisor and assigns, monitors and evaluates the quality of all work.

The direct supervisor outlines the overall Tribal departments, program objectives, priorities, time limits and the financial/personnel resources available. The employee plans and schedules recurring work, handles problems, and completes work, training, experience, and instructions. Exercises professional knowledge and judgment in interpreting guidelines and applicability. Ensures deadlines are met.

Work is reviewed from an overall standpoint in terms of meeting objectives, effectiveness, and compliance with laws, regulations, policies and procedures.

KNOWLEDGE, SKILLS, ABILITIES

Thorough knowledge of accounting principles and practices, including a broad level of understanding of accounts payable, accounts receivable, payroll, purchasing, and risk management.

Knowledge of federal grant and contract administration.

Knowledge of cash management regulations.

Thorough knowledge of fund accounting.

Knowledge and ability to use computerized accounting and budget systems, specifically, the MIPS accounting system.

Ability to communicate effectively both orally and in written form.

Ability to work an irregular schedules, to include weekends and occasional travel.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a degree in accounting or finance; OR an equivalent combination of education, training and experience may be considered in lieu of a degree if it demonstrates a professional accounting background.
- **REQUIRED** to possess five (5) years responsible experience.

- **REQUIRED** to possess thorough working knowledge of accounting principles and practices, to include federal grants, contract administration and cash management regulations.
- **REQUIRED** to have demonstrated three (3) years of supervisory experience in financial management.
- **REQUIRED** to have experience in computerized fund accounting and budget systems.
- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.
- **REQUIRED** to possess demonstrated knowledge in the application of Excel spreadsheets and MS Word Processing.
- **REQUIRED** to have direct experience working with accounts payable, accounts receivable, payroll, purchasing, and risk management.
- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Klamath Tribes' vehicle insurance policy. *(Must submit copy of driver license with application.)*
- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.
- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **REQUIRED** to accept responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.

Preferred Qualifications:

- Demonstrated knowledge of the MIPS accounting software.

INDIAN PREFERENCE

- Indian and Tribal Preference will apply, as per policy. *(Must submit tribal documentation with application to qualify for Indian Preference).*

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURE

Submit The Klamath Tribes *Application for Employment* with all requirements and supporting documentation to:

**The Klamath Tribes
ATTN: Human Resource
P.O. Box 436
Chiloquin, OR 97624**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.

EMPLOYEE ACKNOWLEDGEMENT:	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
Employee (printed name)	Employee (signature)