



## Big Valley Band of Pomo Indians

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**Job Description:**        **Controller/Human Resource Manager**  
**Hours:**                    **Full Time (32+ hours per week), Non-exempt**  
**Salary:**                    **\$60,000 to \$80,000 / Depends on experience**  
**Reports To:**              **Chief Financial Officer**  
**Deadline:**

**Position Summary:** Under the supervision of the CFO, this is a hands-on position providing support to the fiscal department staff consisting of staff accountant, accounts payable, and payroll. The Controller/HR Manager will take an active role in daily and monthly accounting transactions and will manage the General Ledger, ensuring the accuracy of postings by performing and supervising reconciliations on a regular basis. The Controller/HR Manager is responsible for managing recruiting and staffing, performance management, benefits and compensation administration, organizational development, employee counseling services, and training for the Big Valley Rancheria.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Provide support to the CFO in day-to-day activities of the fiscal department.
- Supervises the fiscal staff to ensure the proper running of the tribal fiscal department; to include ensuring finance staff maintains financial record systems in accordance with Generally Accepted Accounting Principles (GAAP); that all journals and records of the Big Valley Rancheria are properly maintained, stored and safeguarded, and properly disposed of when appropriate; and that all reports required by federal, tribal and state agencies are properly completed and filed in a timely manner.
- Provide technical accounting, budget and other administrative support for contract and grant programs of the Big Valley Rancheria, including monitoring, tracking, and maintaining current draw down of funds. Prepare/track required internal and external administrative and financial reports.
- Analyzes accounting records, including financial statements and other financial reports to assess accuracy, completeness and conformance to standards defined within the department.
- Assist in preparing financial reports for the executive staff, Tribal Council, and agencies.
- Assist in the annual and mid-year budget process.
- Ensure accurate and credible financial information prepared in accordance with Generally Accepted Accounting Principles (GAAP).
- Regulatory and management accounting for internal and external users including the management team, the Tribe, and regulators.
- Manage general ledger including reconciliation.
- Oversee accounting procedures and internal controls.
- Review and approve bank reconciliations.
- Preparation of monthly and as-needed journal entries.
- Assist department managers with hiring staff, including posting jobs online, scheduling interviews, and generating offer letters.
- Implement personnel on-boarding and off-boarding procedures.

- Oversee benefits enrollment and management.
- Ensure compliance with HR policies and procedures.
- Special projects and other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

- Directly supervise accounting department staff.

**QUALIFICATION REQUIREMENTS:** The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- To perform this job successfully, a qualified individual must be able to perform each essential duty satisfactorily. To do so a qualified individual should at least have the following qualifications:
- Performs a variety of complicated tasks.
- Ability to use a wide degree of analytical skills to plan and accomplish goals.
- Can work under minimal supervision, relying on experience and judgment.
- Good work ethics and positive, productive attitude
- High level of organization and thoroughness
- Detail-oriented and accurate
- Able to work within specific deadlines.
- Able to communicate effectively with members of other departments and with outside vendors
- May lead and direct the work of others.

**EDUCATION AND/OR EXPERIENCE:**

- Bachelors Degree in Accounting and 5 years of experience or the equivalent of 7 to 10 years of work experience in all accounting principles applicable to assignment.
- Experience working with Tribes and Tribal programs preferred.

**LANGUAGE SKILLS:**

- Requires an individual with exemplary verbal and written communication skills and supervisory skills.

**REASONING ABILITY:**

- Requires ability to plan, assign and direct workflow and ability to establish and maintain effective working relationships with employees, other agencies and the public.

**PHYSICAL DEMANDS:** The physical demands describe here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Other Requirements**

1. Must be eligible for coverage under the Tribe's vehicle insurance policy.



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2. Must possess a valid California driver's license. Must be willing to travel locally, regionally, statewide, and/or out-of-state, as necessary, during or after regular working hours.
3. Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25 U.S. Code, § 472 and 473). Applicants claiming Indian preference must submit verification by Tribe of affiliation or other acceptable documentation of Tribal Enrollment.
4. Must be twenty-one (21) years of age.
5. Able to pass a BR drug test.
6. Work involves periods of sitting, walking, bending, crouching, stooping, stretching, reaching, or similar activities, and lifting of moderately heavy items, up to 50 lbs.
7. Must be able to satisfactorily complete a background check and a pre-employment screening.