



Pride of the Ojibwe
13394 W Trepania Road
Hayward * Wisconsin * 54843
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Job Description

COMPTROLLER/CONTROLLER

Organization: Lac Courte Oreilles Tribal Government
Job Title: Comptroller/Controller
Posting Date: June 13, 2022
Closing Date: Open Until Filled
Job Location: Lac Courte Oreilles Tribal Administration Office
Salary: Dependent on Experience & Qualifications

Position Summary:

Working under the Chief Financial Officer, The Controller will oversee and coordinate the daily activities relating to accounting, accounts payable, payroll, compliance, and financial analysis departments. The heads of each of those departments will report to the Controller. Oversight of functions includes, but is not limited, too cash management, payroll administration, maintenance of MIP accounting system (including funds and charts of accounts), adherence to internal controls, compliance, daily and monthly reporting, budget analysis, procurement and purchasing, risk management and general department administrative matters. Candidate must have a strong knowledge of Government Accounting Standards Board (GASB), OMB Super Circular and Generally Accepted Auditing standards along with other statutory procedures, and broad policies as prescribed by the Lac Courte Oreilles Tribal Governing Board.

Qualifications:

- Must possess a Bachelor of Science Degree in Accounting, Business or Finance,
- At least 7 years in progressive experience in governmental accounting preferred,
- Must have master knowledge of Microsoft Suite and MIP or comparable fund accounting system,
- Must pass criminal, credit, and background checks
- Valid Driver's License.

Essential Duties and Responsibilities:

- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality management,
- Responsible to Assist the Chief Financial Officer in planning, organizing directing, and coordinating the complete Accounting function for the Tribe as directed by the Chief Financial Officer.
- Supervises the Accounting staff and is responsible for coordinating and directing regular staff meetings with the Accounting staff under the guidance of the Chief Financial Officer, addressing problems, concerns, workload, priorities, weekly assignments/duties, etc.
- Keeps Chief Financial Officer regularly informed on all matters regarding the Accounting Department, including present and potential problems and suggestions for new and improved systems and processes.
- Meets with the Program Directors, Managers and/or Staff on a monthly basis to provide and review financials and reconcile grant and invoicing documents.
- Evaluates and coordinates with Accounting staff to ensure that appropriate training and organizational learning opportunities are pursued, as well as provide technical assistance to the Accounting staff.
- Assists the Chief Financial Officer in administering, preparing, developing, and monitoring of budgets, payrolls, accounting transaction functions, audits, and the production of financial reports.
- Assist with the implementation of a new fund accounting system or the upgrade of a fund accounting system. Responsible to ensure the fund accounting system is accurate, efficient and in accordance with professional accounting practices and regulations.
- Directs and coordinates financial planning, budgeting, development of systems, and preparation of financial performance statements. Develops financial records and reports, investment, and risk management portfolios.
- Establishes standards of service, quality, and process improvement for assigned functions. Establishes annual objectives for subordinate managers and staff and appraises performance and professional growth.
- Coordination of and participation in program reviews, evaluations, assessments and audits and timely submission of compliance plans and responses providing recommendations for and developing internal auditing and remedial measures in a timely manner when necessary.
- Train and provide technical supervision,
- Knowledgeable in Fund Accounting & Indirect Cost Calculation
- Scheduling and coordination of all activities related to timely submission of the annual indirect cost proposal.
- Devising, where necessary, and implementing internal controls to ensure accuracy of recording and reporting functions, and to minimize risk, liability and loss.
- Preparing and/or reviewing budget proposals and justifications for ensuring proper procedures for submission.
- Ensuring timely and accurate reporting in required formats for all grants, contracts and MOA's and MOU's as required.
- Develops and participates in the review and approval of policies and procedures governing day-to-day operations.

**LCO Tribal Government
Human Resource Dept
Comptroller/Controller**

- Attends regular and, upon request, special meetings of the governing board as requested by the Chief Financial Officer.
- Performs other related duties as assigned that support the overall objective of the position and as directed by the Chief Financial Officer.
- Must be able to pass a background check.
- Must be able to pass a pre-employment drug screen.

APPLICATION PROCEDURE:

Submit completed **LCO Employment Application** including **Release and Authorization Form** (available upon request or on the Tribe's website) along with a **cover letter**, **resume** and at least **three (3) letters of reference**. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

MAIL, FAX OR EMAIL ALL INFORMATION TO:

Lac Courte Oreilles Tribal Government

Attn: Human Resource Department

13394 W Trepania Road

Hayward, WI 54843

Fax (715)634-4797

HR Fax (715)699-1209

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*Tribal preference will apply to qualified applicants in accordance with the
Lac Courte Oreilles Policies & Procedures Manual.*