

**TOIYABE INDIAN HEALTH
PROJECT, INC. (TIHP)**

POSITION DESCRIPTION

POSITION: Controller

WORK STATION: Bishop

SUPERVISES: Fiscal Dept.

SALARY RANGE: TSS 12 (*negotiable*)

SUPERVISOR: Chief Financial Officer

EXEMPT

POSITION SUMMARY: The Controller has the responsibility of the overall efficient operation of the Fiscal Office (Office) assuring that each employee is functioning at top-level performance. The Controller has the responsibility for the overall of the management of operations and programmatic oversight and financial well-being of the Office and its staff and accountable for all resources and funds. Under the direction of the Chief Financial Officer (CFO), provides overall leadership and direction to ensure that the Office achieves its vision, mission, goals and objectives.

QUALIFICATIONS:

1. Bachelors' Degree Business Administration with an emphasis in Accounting or related field. A Masters' Degree in Business (MBA) or CPA is preferred.
2. Minimum five years administrative experience in an accounting office social service agency and at least three years of staff supervision experience.
3. Knowledge and experience in automated financial recordkeeping and spreadsheets (e.g. American Fundware and/or Microsoft Excel) systems.
4. Working knowledge of Federal contracts and procurement regulations, including Federal Travel Regulations.
5. Working knowledge of the Medical Industries accounting and financial regulations.
6. Knowledgeable in proposal writing, contract negotiation, and report writing as required for various agencies.
7. Ability and commitment to working with Native Americans in a successful and acceptable manner.
8. Must successfully fulfill a pre-employment physical, drug screen and the required fingerprint clearance process.
9. Possess a valid Drivers' License and insurable with TIHP insurance.
10. CPR certified or certified within three months of hire.

11. Must be sensitive and possess an awareness and keen appreciation of Indian traditions, customs, and socio-economic needs of the Indian community.

12. American Indian preference in accordance with Indian Preference Act (Title 25, U.S. Code § 472 & 473).

Knowledge, Skills & Abilities:

1. Skills to obtain and manage grants and contracts.
2. Knowledge of information technology systems and their application to health care organizations.
3. Knowledge of principles, methods, and techniques of financial management.
4. Knowledge of the principles and practices of management and fund accounting, finance, and business administration. Skills in the development, preparation, and control of budgets.

DUTIES & RESPONSIBILITIES:

1. Assist in the management of all financial affairs of TIHP, including master contracts/subcontracts with funding sources, to include meeting all accounting and governmental standards.
2. Assist in the development and monitoring of all budgets for state, Federal and private funding sources, to include timely reports for submission to all funding agencies.
3. Prepares regular financial reports and budgets for submission to the Chief Executive Officer, CFO, Finance Committee, and the Board of Directors.
4. Serves as a key liaison for communication, coordination, and problem solving with program subcontractors pertaining to the fiscal administration of Indian Health Service contracts.
5. Reconcile monthly bank statements on a regular basis, comparing bank statements and actual general ledger, ledger cash balances, verifying and making necessary adjustment entries for differences in balances.
6. Performs and supervises the completion and reconciliation of all liability accounts, tax returns, contract administration and accounts receivables in a timely and efficient manner.
7. Monitors cash disbursements with program cost reports to ensure budget levels are maintained under the Federal Electronic Fund Transfer System.
8. Maintains internal control for all Central Administration fund accounts.

