

**Job Description\***

**Job Title** Controller

**Department** NKI Finance Department

**Reports To** Chief Financial Officer

**FLSA Status** Exempt

**JOB SUMMARY**

The Controller manages and directs the budgeting, accounting, financial processing, reporting and audit oversight functions for the Non-Gaming Assets of Noo-Kayet Development Corporation. They also serve as the principal finance advisor to the General Managers of the Non-Gaming entities on all finance-related issues, and provide information and guidance to facilitate effective planning, decision making and execution.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following duties and responsibilities are a reasonable representation, but not an exclusive list of those of the Controller.

1. Oversees the day-to-day operations of the NKI finance department, as well as the personnel in the finance department
2. Provides direction in gathering, compiling, interpreting, and analyzing expenses for NKI on a timely basis.
3. Prepares budget and financial projections, cost analysis of proposed changes by management, and justifications for review/expense fluctuations.
4. Forecasts and manages cash flows.
5. Identifies financial resources to meet previously identified and newly-discovered priorities.
6. Provides budget-to-actual reports to NKI management, managers and governing body.
7. Prepares financial statements, including balance sheet and income statements.
8. Prepares special reports and conducts research related to cost comparisons, projecting operating costs, and other financial activity.
9. Oversees the chart of accounts, fixed asset, and vendor listings, as well as month-end and annual close procedures.
10. Ensures that NKI financial policies and procedures are followed, and recommends to same as necessary for the efficient and effective application of financial controls.
11. Revises Finance and Purchasing policies and procedures on an annual basis to ensure that segregation of duties is intact, and that any new procedures are included.
12. Closely monitors the purchasing and receiving functions to ensure the management of assets and processes related to inventory, including inventory management systems, are maintained with accuracy.
13. Verifies all inventory related accounting is performed accurately and timely in accordance to month and year-end close schedules.
14. Prepares month-end and year-end financial reports, variance and performance summaries, budgets, and periodic forecasts, and any other analytical analysis as requested.
15. Endures compliance with GAAP and accounting/audit internal controls.
16. Reviews significant estimates, journal entries, and reconciliations of all general ledger accounts.
17. Monitors compliance with any debt covenants and ensures proper presentation of debt-related amounts in the financial statements.
18. Ensures all funds are fully-insured or collateralized.
19. Serves as an advisor to NKDC Management and the Board.
20. Develops and implements a comprehensive internal quality management planning and cost control system for all departments, ensuring improved effectiveness, accuracy and timeliness of cost control and quality management.
21. Performs other duties as assigned.

**POSITION QUALIFICATIONS**

7 years of related, progressive experience in corporate accounting, as well as demonstrated supervisory experience.

A Bachelor’s degree in Accounting, Finance or closely-related field of study

**mandatory knowledge, skills, abilities and other qualifications**

* Corporate accounting and/or finance experience
* Demonstrated skills in analyzing organizational changes and operations for the purpose of recognizing change impacts and recommending appropriate actions to provide more effective financial resource utilization
* Ability to project financial resources needed on a short and long-term basis
* Knowledge of all payroll processing functions and regulations governing payroll tax reporting to regulatory agencies
* Work experience that illustrates the ability to review, evaluate, and recommend changes in management policies, operating systems, sales, and plan development.
* Ability to effectively represent the enterprise in a public venue
* Ability to interact with the public, fellow employees, Tribal enterprise, County and State agencies demonstrating respect, tact, courtesy, objectivity, and maturity.
* Ability to delegate responsibilities and coordinate activities to meet objectives in an efficient and timely manner
* Strong problem-solving and analytical skills; detail-oriented
* Knowledge and experience with budgeting and procurement practices and procedures
* Detailed knowledge of GAAP
* History of successful and positive working relationships with the governing body or Board of all prior employers
* Strong leadership skills and the ability mentor subordinate employees; ability to build and manage effective teams
* High ethical standards with no history of ethics complaints
* Sensitivity towards the Native American culture
* A record of satisfactory performance in all prior and current employment, as evidenced by positive employment references from period and current employers and other references
* Basic computer and software skills are required, including, but not limited to Microsoft products such as Excel, Word, Adobe PDF, and Outlook

**Preferred Qualifications**

* Prior experience working with Native American populations
* CPA

**PHYSICAL REQUIREMENTS**

1. Occasionally exerts up to twenty-five pounds of force and/or a negligible amount of force to lift, carry, push, pull, or otherwise move objects, including the human body.
2. Involves heavy lifting. Exerting up to 25 pounds of force.
3. Occasionally requires crouching.
4. Often requires walking or moving about to accomplish tasks.
5. Requires walking up and down stairs, daily.
6. Constantly requires working with fingers rather than with the whole hand or arm.
7. Constantly requires the ability to receive detailed information through oral communication, and to make fine discrimination in sound.
8. Constantly requires verbally expressing or exchanging ideas or important instructions accurately, loudly, or quickly.
9. Occasionally requires stooping which entails the use of the lower extremities and back muscles.
10. Occasionally requires reaching by extending the hand(s) and arm(s) in any direction.
11. Occasionally requires raising objects from a lower to a higher position or moving objects horizontally.
12. Constantly requires repetitive movement of the wrists, hands, and/or fingers.
13. Requires clear vision at 20 inches or less, the ability to identify and distinguish color and to adjust focus.

**TYPICAL ENVIRONMENTAL CONDITIONS**

The worker is frequently subject to inside environmental conditions, which provide protection from weather conditions but not necessarily from temperature changes, and is occasionally subject to outside environmental conditions. The inside environment is often loud and stimulating.

**TRAVEL REQUIREMENTS**

The NKDC facilities sit on several location that will required several short trips a week to perform tasks. Local, regional, and out of state travel may be required.

**ACKNOWLEDGEMENT STATEMENT**

NKDC and its entities are “at will” companies. This means that the employee or the Company may terminate employment at any time and or any reason. Management has the exclusive right to alter this job description at any time without notice. The document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability, not is it intended to be an employment agreement or contract.

By signing below, both employee and supervisor acknowledge that this Job Description will provide the basis for general duties and responsibilities related to the job, and associated evaluations thereof.

Employee Signature Date

Employee Name (Please Print)

Supervisor Signature Date

Supervisor Name (Please Print)

*NKDC and its entities are committed to having a drug and alcohol-free work environment.*