

## JOB DESCRIPTION



<b>Job Title:</b>	Controller	<b>Reports to:</b>	Chief Finance Officer (CFO)
<b>Status:</b>	Full Time, Regular	<b>FLSA:</b>	Non-Exempt
<b>Department:</b>	Finance	<b>Location:</b>	IRHA Administrative Office
<b>Schedule:</b>	Monday through Friday	<b>Hours:</b>	8 AM to 4:30 PM
<b>EEO-1:</b>	Professionals	<b>SOC Code:</b>	43-3031
<b>Approved By:</b>		<b>Date:</b>	

**Job Summary:** Perform technical accounting tasks for financial management systems, budgetary data processing and reporting activities. Maintain accuracy, completeness and integrity of general ledger account balances, budgets and encumbrances.

### Essential Functions:

- Assist in budgeting activities/preparation as directed by the CFO.
- Prepare and enter journal entries and reconciles accounts, as well as prepare year-end entries, reconciling accounts and preparing audit schedules. Troubleshoot coding errors and various problems and advises CFO of corrective action when needed.
- Prepare monthly and quarterly financial reports for grants.
- Work closely with CFO in preparation and completion of annual audits.
- Perform general ledger file maintenance functions, to include daily monitoring, monthly analysis of all account balances, reconciliation and tie-in of all subsidiary accounts [e.g. cash, accounts receivable, prepaid expenses, accounts payable, etc.].
- Review and reconcile all payroll account and reports including 941 and ESC.
- Respond to inquiries from IRHA Foreman and Managers for project and department budgets and expenses.
- Perform and/or assist with year-end and beginning of the year accounting tasks.
- Prepare various reconciliations, allocations, reports, statements, spreadsheets and schedules.
- Record and monitor NAHASDA funding village balances and Indian Housing Plan summary.
- Perform other special or accounting projects, as assigned by the CFO.
- Reconcile HDS and project balances with the general ledger on a monthly basis. Research problems and make recommendations for resolution.
- Serve as the CFO in his/her absence, performing departmental oversight and staff supervision functions.
- Report any significant budget differences to management or project Foreman.
- Assist Payroll Specialist with reporting to ensure accuracy and compliance with local, state, and federal government requirements.
- Manage chart of accounts including fund numbers, project numbers, object numbers and CSI codes.
- Create and maintain list of all project numbers. Determine the funding source for the project and assign as applicable.
- Review and reconcile all payroll liability account.
- Maintain IHP Summary sheet for accurate reporting of NAHASDA SF-425's for all IHP Grants.
- Help with year-end audit preparation, provide assistance to auditors during field visit and prepare the MD&A for audit.
- Maintain and update spreadsheets to reflect current financial status reports with various grants.
- Prepare & distribute monthly reports to each department for their review and correct any discrepancies.
- Initiate drawdowns from eLOCCS and transfers to and from the Trust Accounts. Track cash balance on daily basis and maintain sufficient funding to cover expenditures.
- Provide training and assistance to other accounting department staff as needed.
- Perform other duties, as assigned.

**Knowledge, Skills and Abilities:**

- Exceptional interpersonal, organizational and communication skills, integrity, sound judgment and decision-making skills.
- Must have strong time management skills.
- Must be able to quickly and accurately assess the importance of a phone call, email, or document and take appropriate action to involve the appropriate people.
- Must maintain strict confidentiality of extremely sensitive data, records, files, conversations, etc.
- Self-motivated and able to grasp new concepts quickly.
- Willing and able to multi-task.
- Ability to take initiative to identify and propose new tasks and procedures.
- Proficiency with Microsoft Suite including Word, Outlook, Excel and PowerPoint
- Knowledge of HUD and other Federal housing programs to include industry and agency standards and regulations.
- Knowledge of and skill in the application of accounting principles and practices, banking, financial analysis and reporting as applicable to government programs as well as local, state and federal laws.
- Knowledge of and ability to apply business and management principles involving planning, resource allocation, asset management and coordination of people and resources. As well as monitor and control resources and oversee the spending of money.
- Extensive knowledge of fiscal/budgetary management.
- Ability to respond effectively to budgetary inquiries and provide guidance and advice to management on financial systems, processes and strategies.
- Ability to effectively lead individuals and teams and direct projects, to work effectively as a member of a team diverse groups and individuals as well as provide guidance, mentoring and advice to staff and Board Commissioners. Able to train others in accounting duties.
- The ability to assess organizational production/performance and identify financial actions needed to improve relative to the goals and mission of the work and organization.
- Ability to perform tasks in financial software systems.

**Supervisory Responsibilities:**

Supervise the finance staff in absence of CFO or at his/her discretion.

**Qualifications:**

- Bachelor's degree in Business Administration or Accounting.
- One year of supervisory experience.
- High School Diploma or GED
- Equivalent qualifications and skills may be substituted upon review.

**Preferred:**

- Certified Public Accountant or Certified Management Accountant designation.
- Bachelor's degree in Business Administration or Accounting.
- Three years of supervisory experience.
- Three years accounting experience with one-year experience in Fund Accounting.

**WORKING ENVIRONMENT:** The majority of the work is performed in a professional office setting with a wide variety of people in differing functions, personalities and abilities.

**PHYSICAL DEMANDS:** An individual will be required to work the majority of hours in a general office environment, and will need to be able to quickly respond to a change in work demands. Occasional light lifting (1-25 lbs.) is required. [Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions].

**REASONABLE ACCOMODATION:** It is IRHA's business philosophy and practice to provide reasonable accommodations, according to applicable state and federal laws, to all qualified individuals with physical or mental disabilities.

**This job description is not an employment agreement or contract. Management has the exclusive right to alter the scope of work within the framework of this job description at any time without prior notice.**