



## JOB ANNOUNCEMENT

**JOB TITLE:** Comptroller  
**DEPARTMENT:** Administration  
**SUPERVISOR:** General Manager  
**HOURS & CLASSIFICATION:** Full time, salary/exempt  
**PAY RANGE:** \$100,500 – \$105,000, depends on qualifications  
**FILING DEADLINE:** Open until filled

**GENERAL DESCRIPTION (summary may not include all duties):**

Under the direction of the General Manager, the Comptroller will monitor the accounting, purchasing, and payroll activities of all Tribal Government programs, to ensure compliance with applicable Federal, State and Tribal statutes and policies, and the internal policies for its hard dollar funded programs. The Comptroller will perform tests of internal controls to ensure program compliance and that all records are in auditable condition. The Comptroller will interface with and coordinate accounting and purchasing activities for all departments. The Comptroller will train Tribal Government program staff on compliance with 2 CFR 200, including methods of procurement and cost principles. The Comptroller will also make recommendations on additional internal controls if needed and assist in the drafting of such controls. This position will also assist the General Manager in assuring timely program implementation and that programs stay within their approved budgets and allowable costs.

**APPLICATION INSTRUCTIONS:**

Please submit letter of interest, resume, and tribal employment application to [hr@upperskagit.com](mailto:hr@upperskagit.com) with the subject line “**Comptroller**”, or mail “Attn: HR Recruiter” at Upper Skagit Indian Tribe, 25944 Community Plaza Way, Sedro-Woolley, WA 98284, or hand-deliver to reception at the above address, Monday-Friday, 8 am – 4:30 pm. Applications can be downloaded from the Tribe’s website: <https://upperskagittribe-nsn.gov/content/Employment-Application-USIT-fillable.pdf>.

**Applicant must meet minimum qualifications to be considered.**

**MINIMUM QUALIFICATIONS:**

1. Bachelor’s degree in business management, accounting, finance, or a related field. Must have at least seven (7) years of comparable progressively responsible experience in governmental accounting and regulatory compliance. CPA highly preferred, tribal government experience highly preferred.
2. Must have extensive knowledge of GAAP/GASB reporting and accounting rules and regulations and must have experience with governmental fund accounting.
3. Must have knowledge and skills for maintenance of the general ledger, accounts payable, accounts receivable, payroll, and purchasing systems and reconciliation of accounts

4. Must be knowledgeable of reporting formats for governmental agencies and departments.
5. Experience with AccuFund or other governmental financial software systems desired (G/L, A/R, A/P, Fixed Assets, Payroll, Budgeting)

**OTHER QUALIFICATIONS:**

1. Must be able to communicate information verbally and in written form in a clear, concise, accurate and professional manner.
2. Must be familiar with Federal and State grant and contract financial requirements.
3. Must be able to successfully resolve conflicts in the conduct of work activities with coworkers and stakeholders.
4. Must have a valid unrestricted Washington State Driver's License and be insurable under the Tribe's motor vehicle insurance policy.
5. Must be able to maintain confidentiality of information and be willing to sign a confidentiality/non-disclosure agreement.
6. Must pass a background check including a criminal background check.
7. Must pass a pre-employment drug test and comply with the Tribe's Substance Abuse Policy including random drug screening.

The Upper Skagit Indian Tribe has the right to change this description at any time. This position is subject to the Preference Policy of the Upper Skagit Indian Tribe. The statements contained herein provided general details as necessary to describe the principal function of the job, the level of knowledge, and skill typically required, and the scope of responsibility. However, these should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned including work in functional equivalent areas to cover absences or relief, to equalize peak work periods, or otherwise balance the work load. This is an at-will position.