



CENTRAL COUNCIL  
*Tlingit and Haida Indian Tribes of Alaska*

ANDREW P. HOPE BUILDING  
320 West Willoughby Avenue • Suite 300  
Juneau, Alaska 99801-1726

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**POSITION DESCRIPTION**  
**CONTROLLER**

**INFORMATION**

Job Class: Controller  
Department: CCTHITA  
Location of Work: Juneau, Alaska  
Salary Grade(s):  
Hours of Work: 8:00 a.m. – 4: 30 p.m.  
Employment Category: Regular Full-Time

Class Status: Active  
Type of Position: Exempt  
Covered Position: No  
Prepared by: Theresa Brown  
Approved by: Corrine Garza  
Effective Date:

**PURPOSE**

Manages the day-to-day accounting function. Administrator of GP accounting software, Business Portal, and financial report writers for financial processing. Provides backup for Grants Administrator and Compact Financial Analyst. Assists Chief Finance Officer by providing support for annual audit, indirect cost proposal, and special projects. Documents procedures for desk manual to be used by CCTHITA. Performs other work-related duties, as assigned.

**REPORTING RELATIONSHIPS**

Reports To: Chief Finance Officer  
Supervises: up to 4 full time employees.  
Liaison To:

**ESSENTIAL FUNCTIONS**

- Supervises, directs, and organizes personnel responsible for grant administration, payroll, and credit card processing.
- Audits and identifies errors in general ledger for correction. **Analyzes transactions and trial balance for discrepancies.**
- Creates and processes general and adjusting journal entries. Reviews and approves credit card and travel related journals.
- Coordinates monthly close.
- Analyzes complex financial and statistical data for use when presenting comprehensive financial reports to President, Chief Finance Officer, and/or Program Manager or designee.
- Assists the Chief Finance Officer in establishing and refining the process of preparing for the annual audit; recommends the assignment of audit tasks to ensure an efficient, complete and accurate audit of Central Council's program funds.
- Attends staff, Executive Council, and other meetings at the direction of the President, Chief of Business Operations, or Chief Finance Officer.

- Assists with Central Council's cash flow requirements based on past, present and future operations and projects goals on a quarterly basis. Develops cash flow forecast and updates quarterly.
- Provides assistance to financial and non-financial staff in resolving questions related to accounting procedure,
- Draws funds from most state and federal grants and contracts. Develops tickler for drawing down funds. Makes sure all funds expended are drawn down from appropriate funding agency.
- Processes cash receipts by reviewing, coding, posting deposits to the appropriate accounts, and reconciles cash deposits to the general ledger.
- Advises program managers of draw downs.
- Serves as Acting CFO when CFO is out of the office.
- Provides training to staff on accounting software system.
- Provides backup for accounting software system.
- Assist with annual insurance renewal and indirect cost proposal.
- Other duties as assigned.

## **DECISION MAKING AUTHORITY**

Spending Authority:

Other Authority:

## **NECESSARY SKILLS AND KNOWLEDGE**

- Knowledge of Fund Accounting
- Knowledge of OMB Circular A-87, OMB Circular 133, and OMB Circular 102-A.
- Ability to review grant agreements to ensure compliance with financial report submissions.
- Must be able to maintain confidentiality.
- Ability to use an integrated accounting software system and Microsoft applications including Excel.
- Ability to handle multiple tasks and priorities in a constantly changing environment.
- Possesses strong analytical, problem solving, and organizational skills.
- Possesses excellent communication skills – verbal, written, and presentation.
- Possesses accurate data entry and attention to detail skills.
- Ability to identify discrepancies or inaccuracies in data and make corrections.

## **MINIMUM QUALIFICATIONS (education, experience, skills)**

- Bachelor's degree in Accounting, Finance or closely related field.
- Experience in reconciling general ledger and cash receipts preferred.
- Two (2) years of management level experience in accounting.
- **Two (2) years experience with an automated accounting system.**
- Two (2) years experience supervising at least four full-time subordinates

## **PREFERRED QUALIFICATIONS (education, experience, skills)**

- Two (2) years experience working with Great Plains

## **UNUSUAL PHYSICAL REQUIREMENTS OR RESTRICTIONS**

The majority of work is performed in a professional office setting and is generally sedentary, requiring routine walking, standing, bending, and carrying of items weighing less than 40 lbs. Travel on small aircraft or ferry to program sites may be required.

**CONDITIONS OF HIRE:**

- All employment at CCTHITA is “at will”. This means that the employee or CCTHITA may terminate employment at any time and for any reason. Unless specified in writing, no term of employment is expressed or implied for this position
- CCTHITA is a no tolerance workplace. All regular employees must pass an initial and random drug and alcohol screening to be eligible for and maintain employment.
- CCTHITA has several positions which require a criminal background check for the safety of our clients. All employment offers in the “covered” classification are conditional until CCTHITA has received a Federal criminal background check verifying eligibility to work in these programs.

This Job Description describes the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability. This is not a contract. Your signature indicates that you have read this Job Description and understand the essential functions of and qualifications for the job.

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Employee Printed Name

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Employee Signature

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Date

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Supervisor

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Date