

Picayune Rancheria of the Chukchansi Indians

P.O. Box 2226

Oakhurst, CA 93644

(559) 412-5590 – FAX (559) 666-3080

POSITION DESCRIPTION – Controller

Reports To: CEO CSE

Department: CSE

Status: Exempt

Salary Range: DOE

Summary & Scope of Position:

Coarsegold based holding company is seeking an experienced and motivated Assistant Controller/Controller to join their organization providing financial integrity. This position will be responsible for designing, implementing and financial reporting duties, as well as, making responsible and educated financial decisions that will support the company's vision. This position will be a hands-on, self-starter and will report directly to the CEO. This individual will also be responsible for coordinating all accounting functions with entities.

Primary Responsibilities:

1. Preparing and producing analysis spreadsheets and utilizing accounting software.
2. Maintain and preparing of monthly Income Statements, Balance Sheets and Cash Flow Statements.
3. Managing all accounting operations.
4. Responsible for monthly reconciliation of cash flows.
5. Monitor business performance metrics.
6. Have a strong understanding of business processes and GAAP

Requirements and Qualifications:

1. A qualified candidate will possess a 4-year degree
2. Accounting professional with 5+ years of experience.
3. Retail background preferred.
4. Industry knowledge of insurance, preferred.
5. Must be proficient with all Microsoft Office applications.
6. Experience in Intacct a plus.

PRCI Tribal Preference:

Preference shall be given with respect to personnel decisions, layoffs, recalls, promotions, transfers, training and hiring. First, enrolled Tribal Members who meet the Basic Qualifications shall not be denied if another individual at a lower preference has higher qualifications than are necessary for the position. Second, after preference is provided to enroll Tribal Members, Native Americans who are enrolled members of a federally recognized tribe other than Picayune Rancheria of the Chukchansi Indians shall be provided preference over equally qualified non-Indian candidates, however if the non-Indian candidate is more qualified, a business decision may be made to hire or promote the best candidate.

Native Preference:

In accordance with Title VII 1964 Indian Civil Rights Act, Section 701(b) and 703(i), Preference in filling all vacancies will be given to qualified American Indian/Alaskan Native candidates.

(Employee Signature)

(Date)