



# Quartz Valley Indian Reservation

## Position Description

**Job Title:** Comptroller  
**Department:** Administration  
**Primary Location:** Tribal Office  
**Classification:** Full Time, 40 hours / week / Exempt  
**Reports to:** Tribal Administrator  
**Salary:** DOE

### Primary Purpose

This position is responsible for grant, contract compliance, performance of professional level accounting, financial reporting activities and technical / managerial assistance to other finance staff. This position will provide efficient and productive management of the federal, state, local, private funding contracts, grants, and associated agreements for performance compliance. Work closely with the Fiscal Director and Department Directors to ensure budget development in all aspects of program management including funding allocation, program planning, program management and contract compliance for sound financial reporting to funding agencies.

### Essential Functions

Will need to be able to speak in front of the staff while confident and articulate with clear communications. Possess a background in strong financial management skills and delivering successful projects on time and within budget. Analyze and synthesize complex information quickly and effectively.

Process balance sheets, monthly journal entries and transactions, reconciliation, supporting schedules for closings and monthly financial reports. Manage and coordinate annual audits by providing supporting accounting documentation of accounting records. Provide developmental assistance in the development, review, and implementation of finance related policies to ensure compliance with applicable regulations and standards.

### Duties and Responsibilities:

1. Administers federal, state, and private funding contracts, grants, compacts and associated agreements for performance compliance and sound financial reporting to all funding agencies.
2. Create appropriate policies for smooth business transactions and implementations and understanding of all grants and contracts.
3. Research and develop funding sources in collaboration with Department Directors for department program initiatives through the State and Federal Government, private sector, and non-profit agencies.
4. Provide direction to Department Heads to ensure they are properly following requirements, relevant regulations, any modifications that are necessary for full functionality of their

Title  
Dept

departments.

5. Inform management of audit issues, finance department scheduling during audits, and coordinate with department directors for ensuring funds are being spent according to grant objectives / narratives / guidelines. Ensure department directors are conducting full financial reporting.
6. Performs miscellaneous job-related duties as assigned.

### **Qualifications:**

Bachelor's degree in Public or Business Administration, Accounting, or related field required. Five or more years of relevant experience to the duties and responsibilities outlined to include grant writing. Experience in writing, technical editing. Professional communication skills. An equivalent combination of education and experience will be considered. Knowledge of Native American cultures and Tribal government operations. Extensive knowledge of Indirect Cost, Public Law 93-638, Federal Contracts and grants.

### **Other Requirements**

- Must be able to pass background check.
- Must adhere to Tribal drug and alcohol policy, including pre-employment drug and alcohol screening.
- Must have a valid driver's license and insurable under the Tribe's insurance policy.
- Keep regular hours of operations as prescribed by tribal leadership.

### **Receipt and Acknowledgment**

- The contents of this job description are job requirements, and, at this time, I know of no limitations that would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements are subject to change.
- Acceptable job performance includes execution of essential functions while maintaining professional conduct and compliance with all QVIR polices, including, but not limited to: QVIR Personnel, Travel, Fiscal, and Purchasing Policy.

### **Indian Preference:**

In accordance with CFR 25, Part 276 and in accordance with Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies will be given to qualified American Indian candidates.

### **Veteran Preference:**

In accordance with QVIR Personnel Policy, applicants with documented Veteran status (such as DD-214) will be given preference in filling vacancies.

For questions regarding this position description, including applications, please contact Quartz Valley Indian Reservation Human Resources at 530-468-5907 or [humanresources@qvir-nsn.gov](mailto:humanresources@qvir-nsn.gov)

Title

Dept

Employee signature below constitutes employee's understanding of the essential functions, competencies, and requirements of the position.

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Print Name

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Signature

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Date

Approved

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Business Council  
or  
Health Board

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Signature

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Date