



# AMERICAN INDIAN GRADUATE CENTER POSITION CLASSIFICATION AND DESCRIPTION

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**POSITION TITLE:** Controller  
**CLASSIFICATION:** Exempt  
**DEPARTMENT:** Finance  
**SUPERVISOR:** Chief Operating Officer  
**GRADE:** E8

**Position Summary:**

The Controller reports to the Chief Operating Office and is responsible for the leadership of the Finance team. The Controller protects the assets of the American Indian Graduate Center, by establishing financial policies, procedures, controls and reporting systems. Ensures all accounting functions and programs are maintained, in accordance with Generally Accepted Accounting Principles and Governmental Accounting Standards. Incumbent as a resource to Executive management and Board of Directors, by providing timely and accurate financial information and reports, in order to make decisions with current data. Maintains confidentiality of all privileged information.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

**Essential Duties & Responsibilities:**

- Manage and oversight of the Finance team outcomes by communicating job expectations; planning, monitoring and appraising job results; coaching, counseling and disciplining employees; initiating, coordinating and enforcing systems, policies and procedures
- Manages personnel and processes to ensure that deadlines are met for preparation of payroll, all related tax filing, reporting, accounts payable and accounts receivable
- Responsible for the receipt, disbursement, banking, protection and custody of funds, securities and financial instruments
- Determines need for funds, by forecasting financial requirements
- Ensures the availability of funds, in order to meet the financial obligations of American Indian Graduate Center
- Guides financial actions, by developing and enforcing policies and procedures
- Ensures adherence to all financial regulations and requirements
- Provides for the arrangement and administration of lines of credit, upon direct authorization from the Executive Director
- Authorizes banking agreements, by representing American Indian Graduate Center with financial institutions
- Represents the organization, by communicating and interacting with governmental agencies
- Protects assets, by establishing and enforcing internal control systems and obtaining external audits
- Disburses funds, in accordance with established policies and procedures and payment authorization
- Works with COO and Director of Marketing and Strategic Partnerships to maintain contract compliance by completing need financial reports
- Ensures completion of external reports, within deadlines, such as Form 990, State Corporation Commission, New Mexico Attorney General/Charities Bureau, National Charities Bureau and Federal Audit Clearinghouse

- Assists Executive Director and COO with preparation of American Indian Graduate Center and AIGCS annual budget
- Ensures effective financial management
- Coordinates maintenance of an effective financial management information system for American Indian Graduate Center
- Assists staff in preparation of proposals for funding
- Develops issue and discussion papers on financial situations for policy development purposes
- Prepares comments and responses on proposed federal policies and procedures, related to financial concerns affecting American Indian Graduate Center
- Maintains professional and technical knowledge by conducting research; attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies and conferring with representatives of contracting agencies and related organizations
- Contributes to a team effort and accomplishes related results, as required
- Performs other duties, as required

**Minimum Qualifications:**

Master's Degree and CPA certification preferred. Bachelor's Degree in Accounting, Finance, Business Administration or related field, plus ten years progressive work experience in controlling centralized accounting activities, for multiple fund programs and/or accounts; or equivalent combination of education and experience required.

Valid Driver's License required. Must be able to successfully pass a pre-employment drug/alcohol screen and background investigation.

**Knowledge, Abilities, Skills and Certifications:**

- Knowledge of American Indian History, culture and Tribes
- Knowledge of the principles and practices of management and fund accounting, finance and business administration
- Knowledge of the standards, policies, practices and procedures of Generally Accepted Accounting Principles and Governmental Accounting Standards
- Knowledge of the development, preparation and control of budgets
- Knowledge of modern office practices, procedures and equipment
- Knowledge of business English, proper spelling, grammar, punctuation and basic arithmetic
- Ability to communicate effectively in the English language, both verbally and in writing
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with coworkers at all levels
- Ability to maintain confidentiality and high standards of ethics
- Ability to handle multiple tasks and meet deadlines
- Ability to follow oral and written instruction
- Ability in developing and utilizing management information systems to support financial planning
- Ability to create and present effective speeches and presentations
- Ability to analyze situations and adopt appropriate courses of action
- Ability to work independently and meet strict timelines
- Ability to make solid decisions and exercise independent judgment
- Ability to demonstrate excellence in everything and continually seek improvement in results
- Ability to interpret applicable federal, state, county and local laws, regulations and requirements
- Skills in preparing, reviewing and analyzing operational and financial reports
- Skills in operating business computers and office machines, including various software applications, specifically Word, Excel, Access and presentation software (such as PowerPoint)
- Skilled in providing leadership to, supervising, training and evaluating assigned staff

- Skilled in analyzing problems, projecting consequences, identifying solutions and implementing recommendations

**Physical Demands:**

While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle or feel; reach with hands and arms and talk or hear. The employee frequently is required to walk. The employee, occasionally, is required to stand, stoop, kneel, crouch or crawl. The employee must, occasionally, lift and/or move up to 40 pounds.

**Work Environment:**

Work is generally performed in an office setting, with a moderate noise level. Extended hours and irregular shifts may be required. Tight time constraints and multiple demands are common. Travel will be required for training, meetings, conferences, presentations and other events.