



**Pima Leasing**  
& Financing Corporation

**LOANS | LAND | LEASING**

**Job Title:** Business Controller  
**Salary:** \$90,000-\$110,000 Annual (DOE)  
**Status:** Exempt and Non Supervisory  
**Reports to:** Executive Director

### **Position Summary:**

The Business Controller is responsible of maximizing the return on financial assets by establishing financial policies, procedures, controls, and reporting systems for Pima Leasing & Financing Corporation. The position ensures legal and regulatory compliance for all accounting and financial reporting functions of the corporation. The Business Controller oversees cost and general accounting, accounts receivable/collection, payroll, and risk management. Participates in special projects and analysis as assigned by the Executive Director. This position supports the financial well-being of the corporation by providing financial projections and accounting services to accomplish the goals of the Pima Leasing & Financing Corporation.

### **Essential Duties & Responsibilities**

- Guide financial decisions by establishing, monitoring and enforcing policies and procedures.
- Protects assets by establishing, monitoring, and enforcing internal controls. Develop and oversee the internal review function to ensure that financial, operations controls, and policies are complied with.
- Provides status of financial condition of the company by collecting, interpreting, and reporting key financial data;
- Complies with Tribal, Federal, State, and local legal requirements; enforcing adherence to requirements; filing financial reports; advising management on needed actions.
- Prepares budgets by establishing schedules; collecting, analyzing, and consolidating financial data; recommending plans.
- Oversee the accounts payable and accounts receivable systems in order to ensure complete and accurate record of all money
- Oversee the annual insurance renewal process and ensure appropriate coverage is maintained at all times for corporation employees and property owned by PLFC.
- Maximizes return, and limits risk, on cash by minimizing bank balances; recommendation on making investments.

- Achieves budget objectives by scheduling expenditures; analyzing variances; initiating corrective actions.
- Oversee the External Audit, review, and analyze results and recommended for approval the Audited Financial Statements.
- Generate and submit forms to proper agencies and employees meeting all federal and state deadlines, to include W-2 and 1099 forms
- Initiates monthly and year end close process for the A/P, G/L and payroll modules.
- Ensure PLFC complies with all internal policies and relevant regulations and ensure filings are completed in a timely manner.
- Oversee management of the payroll function ensuring efficient systems, process and controls are in place.
- Evaluates needs for procurement of funds and investments of surpluses and with the advisement of 3<sup>rd</sup> party investment management firm provides coordinated recommendations on short term and long- term financial objectives, policies, and actions.
- Manage outsourced functions if within the purview of the Business Controller
- Ensure compliance with the Gila River Indian Community Constitution, Ordinances, Resolutions and Policies & Procedures.
- Perform other related duties as assigned.

### **Required Knowledge, Skills, Abilities & Attributes**

- High level of knowledge of governmental/non-profit accounting principles and procedures.
- Knowledge and understanding of General Accepted Accounting Principles (GAAP).
- Skill analyzing and evaluating information accurately and expressing ideas clearly when providing verbal and written reports and recommendations.
- Skill understanding and interpreting complex rules, regulations, policies and guidelines including but not limited to the above fore mentioned at a Tribal, Federal, and State level.
- Ability to work independently, maintain strong interpersonal skills and exercise sound judgement and initiative.
- Protects the corporation by keeping financial information and plans confidential.
- Ability to analyze financial data and prepare accurate reports in a timely fashion.
- Ability to multi-task in a fast-paced, high-demand work environment.
- Ability to establish and maintain effective working relationships with Community Officials, Community Department/entities, and Community Members and the public.
- Ability to understand the provisions of the Gila River Indian Community Constitution, Ordinances, and Resolutions as they relate to PLFC functions.
- Demonstrates good judgment, loyalty, and integrity.
- Ability to grasp PLFC's short and long term priorities and develop systems, processes and policies to support the achievement of them in a cost effective manner.
- Skill with computers and related software including MS Windows, Office, Excel, PowerPoint and Outlook.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.

## **Education & Experience**

- Bachelor's degree in Accounting, Business Administration or related field and a minimum of ten (10) years' experience with public or government accounting, training development or a combination of education, training and work experience which demonstrates the ability to perform the duties of this position.
- CPA or CMA is highly preferred

## **Required Math Ability**

Ability to work with mathematical concepts and to apply concepts such as fractions, percentages, ratios and proportions to practical business situations. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions.

## **Physical Demands**

While performing the duties of this job, the employee is regularly required to stand for an entire shift/extended period of time; walk; use hand and fingers to handle, and feel; reach with hands and arms; talk and hear; and drive a motor vehicle. The employee occasionally is required to sit; bend, climb, stoop, lift, carry, push or kneel. The employee must regularly lift and/or move 10 pounds, and occasionally lift and/or move up to 25 pounds.

## **Working Conditions**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is generally performed indoors and the employee in this position is normally exposed to a moderate noise level.

Must acknowledge and agree to maintain a Drug-free Work Place as a condition of employment. Agree to a background check for employment purposes.

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Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473).  
Preference is given to qualified enrolled member of the Gila River Indian Community.

The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

Position Closes: January 17, 2020 (5:00 p.m.)

Resume maybe emailed to: [info@theplfc.com](mailto:info@theplfc.com)