



## BISHOP·ESCONDIDO·EUREKA·SACRAMENTO

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[www.calindian.org](http://www.calindian.org)

*Heather Hostler, Executive Director*

### **Controller – Principal Office, Sacramento**

CILS is a statewide, non-profit corporation that provides legal services to Indian Tribes, Indian organizations, and low-income individual Native Americans on issues of federal Indian law. CILS maintains four field offices throughout California – Bishop, Escondido, Eureka, and Sacramento – and a Principal Office that shares space with the Sacramento field office. CILS has an operating budget of \$4,000,000 and currently receives more than \$3,000,000 in grant funding annually from a range of different private, state, and federal funders. For more information go to [www.calindian.org](http://www.calindian.org).

#### **POSITION SUMMARY:**

Manage a budget of \$4,000,000. Responsible for financial recording/reporting, planning/monitoring, and review/analysis. Member of the executive team that leads the organization.

#### **DUTIES:**

##### **Accounting:**

- Process invoices, receipts, and payroll through QuickBooks accounting software. Prepare cash disbursements for signature and approval in a timely manner. Prepare input to outside payroll processing organization ensuring accuracy of each paycheck. Review client receivables and ensure invoices are paid in a timely manner.
- Manage cost allocation system for financial reporting. Revise the allocation system as necessary and make changes within the financial accounting system as required.
- Prepare account reconciliation and analyses for Balance Sheet accounts on a regular basis.
- Prepare bank reconciliations for all bank accounts and forward to the Executive Director for approval. Prepare Client Trust reconciliation.
- Prepare monthly journal entries and journal entries to correct or transfer expenditures, income, etc.
- Prepare monthly financial statements in a timely manner and assure that data is accurate for funding source, department, and budget comparison. Issue external reports as required in a timely manner. Review financials prior to distribution and research variances between actual and budget. Prepare and present reports for the Board Finance Committee and Board of Trustees.
- Prepare grant financial reports ensuring accuracy of the information and timeliness of the report.
- Prepare monthly grant and contract tracking reports and provide general guidance to staff on fiscal progress and forecasted fiscal outcomes.
- Review and assess accounting systems and make recommendations for changes as necessary. Review and assess accounting policies and procedures and internal controls and make recommendations for changes as necessary to maintain the integrity of the system and to be in complete compliance with all applicable Federal, State, and funder requirements/standards.

##### **Budget/Planning:**

- Lead the development of the annual operating budget; prepare budget timeline, worksheets, and historical information for review by management staff. Present budget to Board Finance Committee

for review and approval. Assist Board Finance Committee in presenting budget to the Board of Trustees for approval.

- Monitor budget projections and ensure that financial reporting shows both actual and budget by department, fund, and function. Prepare monthly analysis of variances from budget for management staff and Board Finance Committee. Make recommendations as necessary to bring income and expenditure patterns into compliance with budget.
- Work with appropriate staff to develop budget schedules for all grant proposals. Prepare revisions to approved budgets by funding source as needed.
- Prepare projections and special reports as needed for discussion and planning by Senior Leadership Team, Board Finance Committee and Board of Trustees as needed.

**Asset Management:**

- Monitor cash flow of program to assure adequate cash on hand and in appropriate disbursement accounts. Monitor investment of excess funds to maximize earned interest potential while maintaining adequate cash for current operations. Recommend changes to investment policies to the Board Finance Committee and Board of Trustees as needed and implement changes as approved.
- Support the Director of Administration with maintenance of capital asset records. Calculate and record depreciation of capital assets.

**Auditing:**

- Primary Staff representative to the Board Audit Committee. Assist Committee with supervision and processing of annual audit. Respond to any fiscal issues raised by the Committee. Assist Committee with selection of independent audit firm as needed.
- Primary staff representative to the Independent Audit firm. Plan, implement and monitor the annual audit of program funds. Ensure that the program prepares all audit information in a timely manner and that audit complies with funding source requirements. Participate in the preparation of audit footnotes, schedules, and management letter responding to recommendations for the audit firm.
- Primary staff representative for the fiscal components of audits conducted by funding sources.

**Other Responsibilities:**

- Serve as a member of the Senior Leadership Team
- Serve as a corporate officer of the organization in the capacity of Treasurer.
- Prepare Federal and State tax returns for the organization and ensure they are submitted in a timely manner and in keeping with approved policies and procedures.
- Ensure that program internal controls and fiscal policy and procedures manuals are distributed and implemented throughout the program. Provide training and guidance as needed.
- Review lease commitments, loan documents, subcontracts, etc. to ensure that the program is fiscally sound and in compliance with various grant conditions.
- Primary staff representative to Investment Advisors in coordination with the Board Finance Committee. Prepare quarterly investment reports for the Board Finance Committee and Board of Trustees. Enact changes in investments as directed by the Board Finance Committee and Board of Trustees.
- Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- B.S. in Accounting or related degree required (CPA or MBA preferred). Four years of accounting experience is required, two of which are in a supervisory capacity (in a community-based multi-funded non-profit organization preferred). 5 years total supervisory experience required. Candidates with Legal Services Corporation experience are ideal candidates.

- Excellent written and oral communication skills.
- Must have ability to organize, direct and coordinate efforts for the organizations' accounting department, as well as prepare and analyze financial reports.
- Must have knowledge of computer accounting systems, spreadsheet, and word processing programs.
- Must be well organized and can work cooperatively with other staff and Board of Trustees.

**LOCATION:**

This position is in person in the Sacramento office. Monday and Friday teleworking is possible and is voluntary. On some Mondays and Fridays, if business needs require your physical presence, teleworking will not be possible.

**SALARY:**

\$90,000.00 - \$110,000.00 annual salary D.O.E. CILS offers full family/partner medical, vision and dental benefits, AD&D, short & long-term disability insurances, life insurance, Section 125 Flexible Spending Accounts, generous leave policies and potential for annual performance incentive.

**START DATE:**

The ideal candidate would be able to start working on September 3, 2022.

**TO APPLY:**

Submit a resume, cover letter, and writing sample to Leann Ferry, Director of Administration, California Indian Legal Services, **Re: Controller**, 117 J Street, Suite 201, Sacramento, CA 95814. E-mail: [PO-Hiring@calindian.org](mailto:PO-Hiring@calindian.org). We will accept applications until the position is filled. Incomplete applications will not be reviewed. All applicants will be notified when a final hiring decision is made.