



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
 OKMULGEE, OK 74447
 Telephone (918) 732-7827
 Toll-Free (800) 482-1979
 Fax (918) 756-2284

Submitted Date 08/17/2018	Employee Requisition Number ER-18336	JOB OPPORTUNITY	
Title/Position: CONTROLLER			
Pay Grade MG 11	Salary Range \$82,139-107,140	Classification Management	
Department: CONTROLLER	Location: Okmulgee	Location Code: 70	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	The Controller serves as the Senior Management Official to the Muscogee (Creek) Nation (MCN) responsible for the development of financial objectives, policies, and plans including: acquisitions and procurement; financial systems; budgeting and accounting; internal controls; internal auditing; cash management; credit and debt management; compliance guidelines; investment planning and corrective actions relating to audit recommendations.
Principal Duties and Responsibilities:	<ul style="list-style-type: none"> • The Controller leads the Finance Department in its support of the work of the MCN to fulfill its mission and strategic plans. • Under the limited supervision of the Principal Chief, Controller is responsible for directing all financial and accounting functions of the MCN and its subordinate, non-gaming entities. • The Controller will work with the Principal Chief and National Council to develop and implement an overall financial strategy to maintain and enhance the financial health of the Tribe • The Controller provides financial reports to the Principal Chief and National Council. • The Controller will manage the Finance Department, and ensure that all audits, budgets, monthly, annual financial reports, and other accounting functions, are timely and accurately completed. • The Controller must be highly knowledgeable about generally accepted accounting principles and the OMB Super Circular. • The Controller must maintain the strict confidentiality of all Tribal and Finance Department information.
Minimum Requirements:	<p>Required: Current Certified Public Accountant (Registered with the Society of CPA's) Bachelor's Degree in Accounting or Business. Five years' experience in general and or government accounting, preferably for a tribal government. Two years' experience in fund accounting. Five years' experience in management. Thorough knowledge of current generally accepted accounting principles, governmental accounting standards, and the OMB Super Circular</p>



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	<ul style="list-style-type: none"> • Proficient in '0-key, Microsoft Office, Fund Accounting Software, and other relevant technical and administrative skills. • Attention to detail and ability to produce timely and accurate reports and maintain comprehensive records. • Ability to work in a fast-paced environment, independently monitor and prioritize workload, and meet work objectives. • Excellent customer service and communication skills. Demonstrated ability to communicate with diverse populations in a courteous, helpful, and clearly understood manner. • Ability to work in a team environment and provide collaborative assistance. Effective problem-solving and conflict resolution skills. • Demonstrated ability to maintain the highest of ethical standards, maintain strict confidentiality, and exercise tact and discretion. • Initiative, independent judgment, and accountability . • Valid state driver's License. • Must be able to pass pre-employment physical and drug screening test. • Must pass background check.
Preferred Requirements:	<ul style="list-style-type: none"> • Master's degree in Accounting or closely related field . • Experience in tribal government, federal grants & contracts . <p>Additional Information</p> <ul style="list-style-type: none"> • Salary is negotiable, dependent on qualifications and experience . • Competitive medical, dental, life and disability insurance benefits. • 401k retirement plan with employer matching contributions . • Generous paid holidays, vacation, and sick leave. • The 8 hour work shift includes a paid lunch hour. • This is an exempt position and employment is at-will.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	The Muscogee (Creek) Nation gives Indian preference to candidates who can provide proof of enrollment in a federally recognized tribe. In the absence of qualified Indian applicants who meet the qualifications listed above, all applicants not entitled to or who do not claim Indian preference, will receive consideration without regard to race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.



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- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move:

Up to 50 lbs. Up to 100 lbs. Over 100 lbs.

Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- Fumes or airborne particles Outside weather conditions Toxic or caustic chemicals
- Risk of electrical shock Vibration Loud Noise

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.