



QUECHAN INDIAN TRIBE

Ft. Yuma Indian Reservation

HUMAN RESOURCES DEPARTMENT

P.O. Box 1899 • Yuma, Arizona 85366-1899

Phone (928) 977-2727

Fax (760) 572-2961

POSITION DESCRIPTION

Position: Comptroller

Salary: \$135,000.00 - \$175,000.00 Annually-DOE

Opening: Wednesday, July 30, 2025

Closing: Tuesday, August 12, 2025

POSITION SUMMARY:

This position is appointed by the Quechan Tribal Council and is under the direct supervision of the President and Vice-President of the Quechan Indian Tribe. The Comptroller is accountable for the accounting operations of the company, to include the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the company's reported financial results, and ensure that reported results comply with applicable laws and regulations. The Comptroller directs financial activities for the Quechan Indian Tribe and serves as Treasurer to Tribal Council.

DUTIES & RESPONSIBILITIES:

- Maintain daily accountabilities for all Tribal assets and financial transactions of the Quechan Indian Tribe.
- As Tribal Treasurer, will give a report at every Regular Council Meeting.
- Includes direct hands-on supervision of the Quechan Accounting and Finance Staff.
- Direct and coordinate company financial planning and budget management functions (e.g., reviews budget proposals, supporting documentation, and justification).
- Participate with the Tribal Administration in the development of short and long-term financial policies and procedures, objectives, and plans, and oversee the implementation of changes in the Finance Department of the Quechan Indian Tribe.
- Initiate, review, and implement internal controls, policies, and procedures for assigned areas of responsibility.
- Establishes and maintains accounting principles, practices, and procedures.
- Establishes or recommends to management economic strategies, objectives, and policies for the Quechan Indian Tribe.
- Manage the financial reporting aspects of contracts and grants funding which includes maintaining proper documentation relating to awards/budgets, loan draws, and external reporting to granting agency. Works closely with contracts/grants staff to ensure compliance.
- Prepares reports which summarize and forecast business activities and financial positions

in areas of income, expenses, and earnings based on past, present, and expected operations.

- Works with various departments on budget including providing training and oversight and answering questions of department heads. Prepares the budget of the finance department including providing the necessary supporting documentation and justification.
- Communicate with program directors and other staff regarding the timelines, accuracy, and implications of financial records and data.
- Review fiscal year budget for the responsible divisions; monitor spending and recommend/initiate corrective action to ensure fiscal compliance.
- Advises management about insurance coverage for protection against property losses and potential liabilities.
- Design, establish, and maintain an organizational structure and staffing to effectively accomplish the department's goals and objectives.
- Provides management with timely reviews of organization's financial status and progress in its various programs and activities.
- Directs determination of depreciation rates to apply to capital assets.
- Advises management on desirable operational adjustments due to tax code revisions.
- Negotiates contracts as directed by President, Vice President, and Tribal Council.
- Prepares reports required by state and federal regulatory agencies.
- Review federal and state financial reports and drawdown requests.
- Establishes and maintains relations with banks and other financial institutions.
- Recommend benchmarks for measuring the financial and operating performance of divisions and departments.
- Oversee daily operations of the finance department including payroll, accounts payable, revenue distribution and grants management.
- Work with the management of the Tribe's casinos on revenue forecasts, strategic planning, and presentations.
- Review with casino personnel the monthly sports betting revenue and assess completeness and accuracy in accordance with the sports betting agreement.
- Work with the external auditors on the annual financial statement audit.

SKILLS AND ABILITIES REQUIRED:

- Knowledge of generally accepted accounting and internal control principles.
- Knowledge of federal and provincial legislation affecting Tribal and self-governed entities.
- Well-developed verbal and written communication skills are required.
- Strong analytical skills, ability to organize, prioritize and perform multiple tasks with a minimal amount of supervision.
- Computer literate and proficient in the use of a wide variety of software programs including but not limited to: MIP, Excel, Word, and Outlook.
- Excellent time management skills are required.
- Ability to work as part of a team including delegating, directing, and training staff.
- Knowledge of Self-Governance Tribes.

QUALIFICATIONS:

- Bachelor's degree in accounting with at least a minimum of 5 years of accounting experience or a master's degree in finance or a related discipline with at least ten years of experience in a senior-level accounting and finance.
- Certified Public Accountant (CPA) Certification (Preferred)
- Ten years of direct experience in a managerial accounting field.
- Substantial knowledge of payroll and state sales and property tax laws, auditing procedures, financial reports, and data analysis.
- Manage the preparation of the official annual report of actual revenues, transfers, and expenses.
- Knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles.
- Knowledge of automated financial and accounting reporting systems.
- Knowledge of federal and state financial regulations.
- Ability to analyze financial data and prepare financial reports, statements, and projections.
- Working knowledge of short- and long-term budgeting and forecasting, rolling budgets, bonds, grants and contracts, and profitability analysis.
- Must be able to obtain and maintain licensing through California and Arizona Gaming agencies.
- Must possess a valid driver's license and be insurable.
- Must be able to travel occasionally.

FOR MORE INFORMATION AND TO APPLY:

Online application available at www.quechantribe.com or pick up at:

Quechan Indian Tribe

Human Resource Department

1888 San Pasqual School Drive

Winterhaven, CA 92283

Telephone: (928)977-2727, Ext. 453

Fax: (760) 572-2961

Mailing Address:

P. O. Box 1899

Yuma, AZ 85366

(All resumes must be accompanied by a Tribal Application)

For further questions or to return an application electronically please e-mail us at

hrclerk@quechantribe.com

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants **must** pass a pre-employment Alcohol/Drug screening and Background Check.