

SALT RIVER COMMERCIAL LANDFILL COMPANY

CLASS SPECIFICATION:

Salary Range: \$

Controller

Position Summary: Under the general supervision of the CEO of the Salt River Commercial Landfill Company (Landfill), a division of the Salt River Pima-Maricopa Indian Community, the Controller is responsible for the day-to-day accounting, planning, implementing, managing and controlling of all company-related functions and activities for the Landfill. This person manages and oversees all accounting, finance, information technology, forecasting, strategic planning, job costing and treasury relationships and compliance. In addition, the Controller is responsible for all financial and budgetary reporting requirements and private and institutional financing. **This job class is treated as FLSA Exempt.**

Duties:

- Plans, develops, organizes, implements, directs, reports and monitors the company's fiscal function. Oversees and manages capital and operating budgets and assist the company in making sound financial decisions.
- Supervises and manages the daily functions of the Accounting Department and Scale House Staff to generate accurate monthly Landfill customer invoices and statements. Oversees accounts receivable records, customer account information and collections. Works with CEO to set Landfill tipping fees and acquire new business and contracts.
- Processes all accounts payable, receivables and payroll information as required. Reviews general ledger detail and postings for reasonableness and accuracy and prepares necessary journal entries.
- Prepares monthly, quarterly, and annual, financial reports and other reports as needed for the CEO and Landfill Board of Directors. As needed or when requested, reports directly to the Landfill Board of Directors on any financial concern of the Landfill. Prepares annual Landfill budget and monthly comparisons to budget and prior year reports. Prepares necessary reports and schedules for auditors and financial institutions in accordance with generally accepted accounting principles.
- Works closely with the SRPMIC Treasurer on all financial issues affecting the Landfill. Works closely with SRPMIC government officials and personnel to ensure compliance with all Community laws, regulations, policies and procedures, and protocol.
- Provides leadership in the development for the continuous evaluation of short- and long-term strategic financial objectives. Demonstrates key leadership role in the company's strategic planning process and provides recommendations in the development of quality financial strategies.
- Works with CEO and Landfill staff in economic analysis and evaluation of on-going and new Landfill projects.
- Ensures that effective internal controls are in place, including compliance with SAS, GASB, FASB and GAAP, as well as applicable federal, state and local regulatory laws and rules for financial and tax reporting.
- Ensures, implements, and coordinates employee benefits orientation, open enrollment, and pension meetings. Assists employees with enrollment, pension and other related issues.
- Compiles new employee human resource forms and benefit orientation packets. Orders and distributes medical and pharmacy cards.
- Prepares, revises, implements and follows all Landfill Policies and Procedures.

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- Ensures accuracy of agendas, notes, and minutes for various meetings.
- Oversees Computer Consultant regarding network computer system and maintenance requirements.
- Performs other job-related duties and projects as assigned by the Landfill CEO.

Knowledge, Skills, Abilities and Other Characteristics:

- Knowledge of general accounting theories, principles and practices.
- Knowledge of generally-accepted accounting principles.
- Knowledge of governmental generally-accepted accounting principles.
- Knowledge of general auditing principles and practices
- Knowledge of general budgeting principles and practices.
- Knowledge of the financial reporting requirements of the programs relating to the Salt River Landfill.
- Skill in establishing and maintaining effective working relationships with other staff, including Finance Department staff.
- Skill in preparing a variety of financial and budgetary records and reports including year-end financial statements, related notes and required supplementary information in accordance with GAAP free from material misstatement.
- Skill in understanding and applying complex rules, regulations, procedures, and guidelines.
- Skill in interpreting, negotiating and administering supplier and customer contracts; experience with IGAs and municipal government RFPs a plus
- Skill in assigning, coordinating, scheduling, and reviewing the work of subordinate staff.
- Ability to work with and provide required information to external and internal auditors.

Minimum Qualifications:

- **Education & Experience:** Bachelor's degree from an accredited university in Accounting or Finance required, MBA and/or CPA highly desirable, and
 - 10+ years in progressively responsible financial leadership roles in industry that will give the candidate command of operations and functions within a landfill.
 - PC proficiency (Windows environment); strong working knowledge of Peachtree, Wasteworks, ADP and Excel are preferred.
- **Equivalency:** Any equivalent combination of education and experience that will allow the applicant to satisfactorily perform the duties of the job may be considered.
- **Insurability:** Must possess a valid Arizona operator's license and be insurable under the tribal insurer requirements which are outlined as follows. Must be at least 21 years of age for all driving positions.
- Disqualifications will occur if during the last three (3) years the driver has any of the following convictions or pending judgments:
 - a felony; for the sale, handling or use of drugs; an alcohol- or drug-related offense that is automobile related;
 - three (3) or more speeding violations; more than two (2) speeding tickets in excess of 15 mph;
 - one (1) or more other serious violations. "Serious violations" are defined as driving under the influence of alcohol/drugs; violation for alcohol offense during use of a vehicle; failure to stop/report an accident; hit and run; driving while impaired; making a false accident report; homicide, manslaughter or assault arising out of the use of a vehicle; driving while license is suspended or revoked; racing; attempting to elude a police officer.
 - Other disqualifications would include having a driver's license suspended or revoked; involvement in two (2) or more at-fault accidents; or any egregious violation of motor vehicle laws not listed that would affect the employee's ability to drive and/or perform the essential functions of this position.
- Will be required to pass a pre-employment drug test and background check.