Mashpee Wampanoag Tribe
483 Great Neck Rd. S. Mashpee, MA 02649
Phone 508-477-0208 Fax 508-477-1218

Job Title: Tribal Comptroller
Location: Mashpee Wampanoag Tribe
Reports To: Tribal Council
Department: Tribal Operations
FLSA Status: Exempt /Salary
Salary Range: $80,000 to $108,000 annually,
Employee Benefits: Medical, Dental & Vision, and Vacation Plan

Posted July 27, 2021 until filled

SUMMARY: The Mashpee Wampanoag Tribe is seeking a professional Comptroller to perform excellence in Management and Accounting services. The ideal candidate possesses a high level of initiative and execution, and is a skilled professional with extensive experience as a Comptroller. This position oversees the day to day management of the accounting staff, and financial operations of the Mashpee Wampanoag tribal government. The Comptroller acts as the head of accounting, and supervises staff clerks and accountants. This position works under the direction and advice of the Tribal Finance Commission, Tribal Council Treasurer, and Tribal Administrator, MWTC and its leadership team(s). Manages the preparation of budgets, financial reports, and records, such as balance sheets, income and expense statements. Responsible for implementing/integrating policies, identifying risks, and developing strategies to prevent harmful activities or practices. Responsible for the data quality and reconciliation of accounting through the tribe’s financial reporting management system(s), annual audits, and quarterly performance reviews. In collaboration with MWTC, is in part, responsible for the tribal operations final annual audit performance results and action plan implementation. (Tribal Finance Commission under development).

ESSENTIAL DUTIES AND RESPONSIBILITIES: The Tribal Comptroller shall be responsible for performing the following services:

- Develops and executes a High Performing workplace to serve the tribal community.
- Supervises all accounting operations; managing revenue, expenses, compensation and benefits, accounts payable, accounts receivables, and general ledger entries and banking transactions.
- Perform activities in compliance with all MWT, U.S Federal Govt. statutory requirements.
- Performs detail oriented accounting practices in compliance with GAAP standards.
- Performs activities aligned with the overall goals and objectives of the tribe.
- Performs routine self-assessment audits of operations.
- Works in the preparation and performance of the annual budget.
- Works in the preparation and performance of the annual audit.
- Works to strengthen and maintain operations internal controls.
- Provides standard levels of quality over all financial transactions and reporting.
- Performs a leading role in financial decision-making and well-being.
- Provides management with strategic financial input, and oversees all accounting processes.
- Performs 100% of all accounting through the tribes primary management accounting system.
- Provides management with sound advice, manages activities with the goal of reducing costs.
- Performs the annual forecasting of budgets under the direction of MWTC.
- Provides continuous improvement of accounting policies, procedures and internal controls.
- Performs an analysis of the effect of potential business decisions on financial policy.
- Collaboration with business partners.
- Performs prompt and accurate month-end and year-end close processes.
• Performs timely financial statements, data quality reports, and corrective action plans.
• Reporting variances in projections and actuals.
• Provide financial and other training to employees.

A successful candidate will have various prerequisite skills and qualifications necessary to fulfill the job requirements. The Tribe is looking for someone with interpersonal skills, strong analytical and problem-solving skills and an excellent understanding of managing people and job performance concepts. The candidate should have proven leadership ability and experience in management. Interpersonal skills are desirable since this position will interact with employees and executive management. To Perform the job successfully, and individual will possess the following knowledge, skills and abilities:

• Experience with audits
• Exceptional numerical ability
• Exceptional written and verbal communication skills
• Strong organizational skills
• Excellent analytical skills and ability to resolve complex problems
• Attention to detail—with patience and tenacity
• Computer savvy with a proven ability to use Excel, Word, Outlook and the ability to learn new software.
• Solid foundation of accounting principles
• Proven knowledge of bookkeeping and accounting principles, standards, laws and regulations
• Experience and understanding of taxation, payroll and other fiscal aspects of business
• Must have Certified Public Accountant Certification
• Minimum of 5 years accounting experience
• Supervisor/Management Experience 5+ years

Competencies

• Advanced knowledge and extensive experience related to Certified Public Accountants
• Exercises independent sound judgment, discretion and decision making abilities.
• Speaks clearly and persuasively in all situations
• Writes clearly and informatively.
• Demonstrates knowledge of Indian Preference Policy
• Possess integrity and ethics in business
• Supports MWT Core Values and Concepts
• Focus on Continuous Improvement in all business aspects
• Possess a systems perspective managing all parts of the organization as a unified whole
• Treats all people with dignity and respect
• Possess a deep understanding of Tribal Sovereignty as it relates to federal, state, and local laws and regulations.
• Shows respect and mindfulness to Native Americans and Native American culture.

Minimum Qualification

Education & Experience

Bachelors’ degree (B.S.) in Certified Public Accounting or Business Accounting, or the equivalent experience such as economics, business law, taxation and budget analysis, and or 5 years as a Certified Public Accounting. Or 4-6 years of business or finance education, and/or 6 years of accounting, or 5 years of business leadership experience, including at least 5 years of managing a financial team.
Preferred Qualifications:

A Master of Business Administration (M.B.A) and Certified Public Accountant, with five years of experience in business management.

Requirements:

Must pass a criminal offender record inquiry and pre-employment drug screening.

Language Ability:

Ability to read and interpret documents, data, routine reports and correspondence. Ability to speak effectively to a variety of groups, and employees of the tribe.

Math Ability:

Ability to calculate fact and figures and amounts such as interest, discounts, commissions, proportions, and percentages. Ability to apply basic mathematical calculations.

Reasoning Ability:

Ability to solve practical problems and deal with a variety if concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.

Computer Skills:

Microsoft Office: Word, Excel, PowerPoint, Access, Outlook and other database software information systems.

Certificates or Licenses:

Certified Public Accountant

Supervisory Responsibilities:

Uphold with integrity and discipline, the management and direction of staff in accordance with the applicable laws and policies of the Mashpee Wampanoag Tribe. Planning, organizing, directing and executing the work of others. Problem solving, and quality improvement in resolutions.

Work Environment:

The work environment described here is representative of those an employee encounters while performing the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Preference is given to qualified Native American candidates in accordance with the Indian Preference Act of 1934 (Title 25, U.S.C., Section 472)

Please send a cover letter, resume’ and references to: c/o Human Resources

Mashpee Wampanoag Tribe
483 Great Neck d. South
Mashpee, MA 02649
Email Marie.Stone@mwtribe-nsn.gov