



Lummi Commercial Company

2751 Haxton Way #1, Bellingham, WA 98226
Phone: (360) 758-4223 Fax: (360) 758-2573

JOB ANNOUNCEMENT

JOB TITLE: CONTROLLER

Lummi Commercial Company

OPEN: May 16, 2024

DEPARTMENT: Finance

LOCATION: LCC Admin

ORGANIZATION: Lummi Commercial Company

SALARY SCALE: Administration

CLOSES: Until Filled (First Review: May 31)

STATUS: Full-Time

SHIFT/STATUS: Day / Exempt

REPORTS TO: Interim Director of Finance

SALARY GRADE: 8

POSITION SUMMARY

Under the direction of the Interim Director of Finance, the Controller is responsible for ensuring the proper financial management of the Lummi Commercial Company (LCC) Administration, Lummi Bay Markets (3 locations), Boatyard/Dock Operations, Property Management, and Commercial Property Development and Construction. In carrying out this responsibility, the Controller has the necessary authority to implement protective financial systems, supervise accounting staff, and ensure that all activities of the company comply with generally acceptable accounting principles (GAAP).

ESSENTIAL DUTIES

- Must maintain consistent attendance during the workday when the accounting staff is present.
- Monitor and protect the financial health of the company.
- Establish, maintain, and improve financial controls necessary for protecting the company's financial assets, while maximizing distributions to the LIBC.
- Assists with preparation of annual budgets and analyzes budget performance.
- Ensure proper and timely compliance with the LIBC/LCC MOU Agreement.
- Ensure proper and timely preparation of information on financial performance, including but not limited to, annual audits, general ledger reconciliations, payroll administration, accounts payable and receivable administration.
- Administer casino and tax distribution accounts for tribal business council. Manages, allocates and distributes funds to tribe and tribal enterprises.
- Manages construction and project finances. Track construction capitalization, maintain fixed asset ledger including additions, deletions and depreciation. Assist in procurement of financial capital as needed.
- Serve as custodian of the company's financial responsibilities to all jurisdictions, including, but not limited to, the Lummi Nation, the State of Washington, and other local jurisdictions.
- Provide financial analysis, financial reporting, and policies necessary to inform business operations and ensure sound business practices.
- Coach and develop direct report employees.
- Participate in job related professional business groups/clubs/networks for the purpose of involvement in the greater community for exposure and networking.



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- Travel off-site to attend trainings, conferences, and meetings as required or mandated.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Must possess the skills necessary, or be willing and able to learn, to access accounting information through open database connections through Excel.
- Must possess the skills necessary, or be willing and able to learn, to create and edit accounting reports from the accounting software.
- Able to serve all customers with respect and conduct themselves in a professional manner.
- Must be able to communicate effectively with employees, the LCC Board, LIBC and the General Council.

POSITION REQUIREMENTS

- Maintain the highest degree of confidentiality at all times.
- Ability to communicate information, both orally and in writing, so others will understand.
- Ability to maintain a calm demeanor in handling difficult or stressful situations.
- Ability to interact with others in a professional and respectful manner.
- Willingness to take on responsibilities and challenges.
- Willingness to lead others and take charge of situations.
- Ability to exercise good judgment and balance priorities and workload for self and others.
- Willingness and ability to work in excess of 40 hours per week as needed.
- Ability to work with people of diverse backgrounds.
- Must pass pre-employment and random drug and alcohol tests to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol-Free Workplace Policy.
- Must pass an extensive criminal background check.

Computer Skills: Excel, Word, Outlook, and general office equipment; experience in Sage 100 or similar accounting system preferred.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this position, employees will be required to:

- Work unaccompanied, sitting for long periods of time and without defined break periods.
- Required to stand, talk, hear, use hands and fingers to operate a computer and telephone keyboard as well as reach, stoop, kneel, and sit for long periods of time.
- Must be able to safely lift up to 50 lbs.
- Specific close vision abilities required by this job due to computer work.



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WORK ENVIRONMENT

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

While performing the essential functions of this position, employees may be exposed to the following conditions:

- May be required to work in a confined area.
- May be exposed to moderate noise (i.e., business office equipment and pedestrian traffic).

EDUCATION AND EXPERIENCE

Education Required: Bachelor's degree in Accounting or related field from an accredited university.

Education Preferred: N/A.

Experience: Five (5) years' accounting experience; two (2) years' working for a tribal government or entity; 3 year experience in supervising accounting staff.

Certificates & Licenses: Must possess a valid Driver's license and meet eligibility requirements for tribal insurance.

SUPERVISORY RESPONSIBILITIES

- Supervise AR/AP Clerk, Staff Accountant, and Accounting Supervisor, including managing productivity, staff development, defining essential job functions, and coaching.

TO APPLY:

To obtain a Lummi Commercial Company (LCC) Application go to: <https://www.lummi-nsn.gov/widgets/JobNow.php> or request by email LCCHR@lcc-lummi.com or obtain in person at LCC HR. For more information contact the Lummi Commercial Company Human Resources at (360)758-4223 x1007. Submit an LCC Application, Cover Letter, Resume & Reference Letters no later than 4:00 p.m. on the Closing Date. If listing requires Degrees or Certifications, please include copies with the Application packet. Mailing Address: 2751 Haxton Way #1, Bellingham, WA 98226, LCC Human Resources.