

JOB NUMBER: WDC-19-001
JOB TITLE: Assistant Controller
Supervisor: Controller
Status: Full Time
Location: Grand Rapids, MI

Waséyabek Development Company, LLC (WDC) is a legal entity, created and wholly owned by the Nottawaseppi Huron Band of the Potawatomi (NHBP), a Federally recognized Indian Tribe. WDC is committed to fostering the development of a stable, diversified economy for members of the Band which will contribute to their long-term wealth and economic self-sufficiency while managing risk and creating quality employment opportunities. WDC is the holding company of an investment portfolio consisting of commercial real estate, Federal operating companies, and Commercial operating companies.

POSITION SUMMARY

The Assistant Controller reports to the Controller (CEO or COO in the absence of a Controller). The Assistant Controller is accountable for assisting with the organization's fiscal operating results and will provide information to the Controller for presentation to the CEO. The Assistant Controller is accountable for the accounting operations of WDC and monthly, quarterly, and annual roll-up activities of subsidiary companies with Quickbooks. The Assistant Controller will handle day-to-day financial input, output and payroll of the Federal subsidiaries using Deltek Costpoint software. The controller will ensure reliable, accurate and transparent financial reporting that is compliant with all Tribal, local, state and Federal requirements. The Assistant Controller will work with the Controller in strategic planning and forecasting.

ESSENTIAL FUNCTIONS

- Insures all transactions are recorded in accordance with US generally accepted accounting principles GAAP and DCAA regulations where appropriate
- Responsible for the day-to-day input and output of WDC and monthly, quarterly, and annual roll-up of financial information from the commercial real estate and commercial operating business segments of the WDC investment portfolio, using Quickbooks.
- Assist in the implementation and take lead on the day-to-day input of Deltek Costpoint Accounting system for Government contracts and Commercial entities
- Maintain the day-to-day cash operations for WDC and subsidiary companies
- Assist Controller with preparation of annual budget for WDC and subsidiary companies, as needed.
- Assist in the development of billing rates used in proposals, both Commercial and Federal
- Participate in proposal activity and review pricing responses to RFP and RFQ's
- Assist with review and implement changes to internal accounting controls as needed

- Participate in chart of accounts refinement as needed
- Assure consistent accounting practices and principles are applied at both the parent company and subsidiary level
- Maintain a documented system of accounting records, practices and internal controls
- Process all day to day invoicing, cash management, cash receipt and deposits
- Regularly perform general accounting duties including payroll, expense account reconciliation and reimbursement, accounts payable and receivable for WDC and subsidiary companies utilizing Deltek Costpoint software
- Manage and reconcile all general ledger accounts monthly
- Comply with DCAA regulations and Federal Practice
- Accounting-related assistance with acquisition due diligence including budgeting and market research
- Coordinate supplying all information requested by external auditors to complete the annual audit for WDC and subsidiary companies
- Maintain a documented system of accounting policies and procedures
- Must be able to work with the collaborative culture that exists at WDC

FINANCIAL/RISK MANAGEMENT

- In conjunction with the CEO, Controller and financial team, ensure all business enterprises under WDC's management are operating in a fiscally responsible manner, adhering to: all regulatory guidelines; internal controls; budgets; and policies and procedures
- Assist with development and implementation of annual business enterprise budgets
- Assist Controller with WDC and subsidiary companies through annual audit process insuring that financial records are documented in conformance with GAAP, GSA, and DCCA, as required
- Monitor financial and accounting standards to assure conformity with authoritative standards
- Interpret financial results, providing insight and understanding of significant trends

COMMUNICATION

- Communicate business objectives and plans within the area(s) of responsibility
- Effectively and regularly communicate with the Controller, CEO and staff members
- Maintain comprehensive, current knowledge of applicable laws and regulations Tribal, State and Federal
- Awareness of trends and advances in governmental sectors, business areas and economic market in both the short and long term
- Support WDC's values, principles, vision, mission
- Attend workshops and training sessions as appropriate

STRATEGIC PLANNING

- Assist with the development of short and long-term organizational goals and development of objectives and strategies to execute defined goals
- Work with the Controller (or designee) to provide the financial portion of the strategic planning framework and devise and maintain a system to track, monitor, and assess adherence to plan
- Contribute to the development of the WDC's vision and mission
- Assist with policy development as it relates to finances, internal controls, capital allocation, debt, payment to the owners, etc.

LEADERSHIP

- Foster a company culture that promotes ethical practices and social responsibility; encourages individual integrity and maintains a positive and ethical work climate that is conducive to attracting, retaining and motivating top-quality employees at all levels
- Provide leadership to oversee both WDC and subsidiary company short term and long-term liquidity needs, and effectively manage the sources of liquidity such that the funds may be accessed as needed

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Accounting or Finance is required
- CPA or MBA preferred
- Seven (7) Years of on the job experience
- Minimum of five (5) years' experience as an Assistant Controller for Government Contractor providing services directly to the US Government and large prime contractors.
- Deltek Costpoint and Time Collection experience required
- QuickBooks Enterprise experience preferred
- Experience in Cost Accounting
- Strong, specialized experience in GAAP accounting
- Experience in GSA & DCAA accounting preferred
- Experience in the commercial and Federal business sectors
- Experience in risk management
- Ability to pass an extensive background investigation, including but not limited to personal and professional financial history, nationwide criminal record search, credit check and other relevant background information deemed necessary by WDC
- Ability to pass a pre-employment drug screen

PHYSICAL REQUIREMENTS

Ability to focus on computer screens for extensive periods of time. The employee is occasionally required to stand and reach. The employee may occasionally lift and/or move up to 25 pounds

WORK ENVIRONMENT

Normal office environment

TRAVEL

This position may require travel up to 10% of the time

POSITION TYPE

This is a full time exempt position

RELOCATION

Relocation expenses are not provided

HIRING PREFERENCE

Native American & Veteran Hiring Preferences will be applied in accordance with WDC policy

Waseyabek Development Company is committed to hiring and retaining a diverse workforce. We are proud to be an Equal Opportunity Employer making decisions without regard to race, color, religion, creed, sex, sexual orientation, gender identity, marital status, national origin, age, veteran status, disability, or any other protected class.

Qualified Candidates please send resume to hr@waseyabek.com or apply on-line @ www.waseyabek.com/careers