

Job Number: WFS-2020-85
Job Title: Controller Federal Division
Supervisor: Controller WDC
Status: Full Time
Location: Grand Rapids, MI

Waséyabek Federal Services, LLC (WFS) is a subsidiary of Waséyabek Development Company, LLC (WDC), providing services to the Federal marketplace. WFS is a legal entity, created and wholly owned by the Nottawaseppi Huron Band of the Potawatomi (NHBP), a Federally recognized Indian Tribe. WFS 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.

POSITION SUMMARY

The Controller of the Federal Division (Controller) reports to the Controller of WDC. The Controller is responsible for the organization's fiscal operating results and will provide information for presentation to the CEO and Controller of WDC. The Controller is accountable for the accounting operations and monthly, quarterly, and annual roll-up activities with QuickBooks. The Controller will handle day-to-day financial input, output and review payroll 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 Controller will work with the WDC Controller in strategic planning and forecasting.

ESSENTIAL FUNCTIONS

- Ensure all transactions are recorded in accordance with US generally accepted accounting principles GAAP and DCAA regulations where appropriate
- Maintain a leadership role in conducting price analyses, leading bid evaluation teams
- Manage the development of multiple simultaneous proposals and different timelines.
- Performs cost/price analysis; participates in negotiations; and documents fair and reasonable pricing
- Responsible for the day-to-day input and output of all federal subsidiaries monthly, quarterly, and annual roll-up of financial information using Deltek.
- Maintain the day-to-day cash operations
- Assist WDC Controller with preparation of annual budget
- Assist in the development of billing rates used in proposals
- Participate in proposal activity prepare and review pricing responses to RFP and RFQ's
- Assure consistent accounting practices and principles are applied across the Federal Division
- 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 review, expense account reconciliation and reimbursement, accounts payable and receivable for Federal Division utilizing Deltek Costpoint software
- Manage and reconcile all general ledger accounts monthly

- Comply with DCAA regulations and Federal Practice
- Coordinate audits with outside independent auditors and regulatory agencies (DCAA), oversee preparation of required items
- Hands on preparation and review of incurred cost submissions and forward pricing rates
- Working knowledge of general accounting theories, principles and practices with a solid knowledge of Government accounting
- Prepare and present financials and associated reports
- Ability to work harmoniously with both employees and other management personnel
- Proficient knowledge of general accounting theories, principles and practices with a solid knowledge of Government accounting
- Accounting-related assistance with acquisition due diligence including budgeting and market research

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Accounting or Finance is required
- CPA preferred
- Seven (7) Years of on the job experience
- Minimum of five (5) years' experience as Controller for Government Contractor providing services directly to the US Government and prime contractors
- Deltek Costpoint and Time Collection experience required
- Experience in Cost Accounting
- Government contract accounting experience, Cost accounting standards and FAR/DFARS knowledge
- Strong, specialized experience in GAAP accounting
- Experience in GSA & DCAA accounting preferred
- Experience in the commercial and Federal business sectors
- Experience in risk management
- Must be cultural fit with our organization
- 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 WFS
- 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 must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and teleconference equipment

TRAVEL

This position may require travel up to 15% 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 WFS policy

Waséyabek Federal Services is committed to hiring and retaining a diverse workforce. We are proud to be an Equal Opportunity 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

