



Position Description

The Position Description (PD) provides a complete and accurate description of duties and responsibilities assigned to the position(s). The PD is used to classify the position, as a basis for establishing evaluation standards and to determine selection criteria for filling a vacant position. The foregoing PD is not all-inclusive of the duties to which the employee may be assigned. To ensure maximum flexibility and efficiency, employees will be assigned additional duties as are deemed necessary by Santa Ana Golf Club, Inc.

| | | |
|--|--|---|
| <u>Position Title</u> Finance Manager | <u>Department</u> Administration | |
| <u>Physical Work Address:</u> 288 Prairie Star Road, Santa Ana Pueblo, NM 87004 | <u>Manager/Supervisor:</u> General Manager | <u>Status:</u> Exempt Full-Time |

1. **GENERAL POSITION DESCRIPTION:** The Financial Manager is responsible for corporate financial planning and accounting practices and procedures, preparing for the annual independent financial audit, communicating financial information to all pertinent groups and individuals, including General Manager, Department Managers, SAGC, Inc. Board of Directors, Santa Ana Pueblo, and all government regulatory entities.
2. **MINIMUM QUALIFICATIONS:** Bachelor's degree in accounting related field, with 5-7 years related experience. QuickBooks experience/proficiency required. Experience with Microsoft Office required.
3. **KNOWLEDGE REQUIRED:**
 - Knowledge of budgeting, audit, tax, accounting, internal controls, forecasting, and insurance.
 - Knowledge in Depreciation and Amortization practices.
4. **SKILLS REQUIRED:**
 - Understand and communicate financial information.
 - Analysis of financial procedures
 - Preparation of full financial statements
 - Strategic Planning

5. ABILITIES REQUIRED:

- Manage computer and software systems.
- Assist and direct company department heads with financial matters.
- Communicate effectively on varying levels.
- Comply with state and federal laws.

6. DUTIES AND RESPONSIBILITIES:

- Manage accounting operations effectively and efficiently, maintaining records for income, payroll, accounts payable, accounts receivable, inventory, assets, and liabilities. Verify all transactions are recorded properly and timely.
- Prepare and present financial statements to management and SAGC Board of Directors, Santa Ana Pueblo officials, lenders, and auditors.
- Perform , monthly,quarterly, and annual analysis of balance sheet accounts.
- Complete monthly bank account reconciliations.
- Maintain and update depreciation and amortization schedules reconciled to the asset accounts.
- Coordinate with financial managers from Santa Ana Pueblo and other tribal companies on intercompany accounting and financing activities.
- Work with department heads on development and implementation of annual budgets.
- Generate reporting for independent auditors and respond to auditor requests for reports and information during audit.
- Prepare invoices for annual and quarterly golf memberships.
- Evaluate outstanding accounts receivable, work with department heads to minimize outstanding receivables.
- Evaluate and present findings to GM and SAGC Board of Directors for major purchases, expansions, and capital projects.
- Develop financial projections and reports as required by potential or existing lenders.
- Analyze financial impacts from insured events for claim preparation.
- Appraise financial condition of corporation and report directly to GM.
- Monitor general economic, business, and financial conditions and their impact on the corporation, providing recommendations for policies and operations.

7. SUPERVISORY RESPONSIBILITIES: This supervises others.

| | Supervisory Actions | | | | | | | | |
|-------------------------------|----------------------------|--------------|--------|---------|----------|-----------------|---------|------------|-----------|
| Position Title(s) Supervised. | Hire | Assign Tasks | Reward | Promote | Transfer | Settle Disputes | Lay Off | Discipline | Discharge |
| Bookkeeper | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Accounts Payable Clerk | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |

PHYSICAL AND MENTAL REQUIREMENTS AND POTENTIAL HAZARDS
 (NA-Not applicable, NE-Not essential, O-Occasional, F-Frequent)

| | NA | NE | O | F |
|---|----|----|---|---|
| Speaking | | | | X |
| Hearing | | | | X |
| Interacting with others | | | | X |
| Seeing in limited light | X | | | |
| Seeing objects at a distance | | | X | |
| Seeing objects peripherally | | | X | |
| Seeing close work (e.g., typed print) | | | | X |
| Distinguishing colors | | | X | |
| Reading | | | | X |
| Writing | | | | X |
| Calculating | | | | X |
| Editing | | | | X |
| Evaluating | | | | X |
| Interpreting | | | | X |
| Organizing | | | | X |
| Standing | | | X | |
| Sitting | | | | X |
| Walking | | | X | |
| Running | X | | | |
| Bending, Twisting, Kneeling | | | X | |
| Pushing/Pulling | | | X | |
| Climbing (includes into/out of cramped spaces) | X | | | |
| Crawling (includes into/out of cramped spaces) | X | | | |
| Repetitive motion of hands/fingers | | | | X |
| Grasping with hand, gripping | | | | X |
| Lifting/carrying 10-25 pounds | | | X | |
| Lifting/carrying 26-50 pounds | X | | | |
| Lifting/carrying more than 50 pounds | X | | | |
| Driving (regular class D license – list under # 22) | | | X | |
| Work in/exposure to inclement weather | | X | | |
| Work at heights (e.g., towers, poles) | X | | | |

| | NA | NE | O | F |
|--|----|----|---|---|
| Exposure to dust, chemicals, or fumes, exhaust | X | | | |
| Exposure to loud noises | X | | | |
| Exposure to needles or sharp implements | X | | | |
| Exposure to electrical current (not outlets) | X | | | |
| Use of hazardous/dangerous equipment and/or machinery (e.g. chainsaws, explosives) | X | | | |

8. MACHINERY, TOOLS, EQUIPMENT:

- Personal computer and software (Excel, Word, QuickBooks),
- Calculator/10-key
- Fax machine, copier, printer, cell phone.

Employee Certification

I acknowledge that I have read and understand the Position Description for Controller and I agree to perform the requirements set forth in this document.

Signed _____ **Date** _____

Print Name: _____

Manager Certification

I acknowledge that I have review the Position Description for Controller with the above employee and acknowledge their signed receipt of the document.

Signed _____ **Date** _____

Print Name: _____