CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
(406) 675-2700
PERSONNEL OFFICE FAX: (406) 226-2562
WEBSITE: cskt.org/personnel
E-mail: shelley.grenier@cskt.org

* * * V A C A N C Y A N NO U N C E M E N T * * *

TITLE: Tribal Comptroller II

LOCATION: Office of Accounting, Budget & Compliance—Pablo, MT.

SALARY: Negotiable-DOE, including Benefits

CLOSING DATE: Monday, November 16, 2026, at 5:30 p.m.

SPECIAL CONDITIONS:
This is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant, if not already employed by the Tribes, must complete and pass a pre-hire drug screen and serve a mandatory six-month probationary period.**
Duties include:

- Ensure the Tribes' financial reporting system is maintained in compliance with GAAP, GASB, A-87, and the Uniform Administrative Requirements.
- Assist Comptroller in reviewing and preparing recommendations related to the annual audit findings pertaining to the Central Accounting office and other departments.
- Assists in developing appropriate corrective plans as needed, ensuring their implementation and their completion.
- Prepare a priority list and plan for developing an effective Accounting Department, including Organizational wide financial reporting for the Director of Financial Management.
- Will provide technical supervision over staff of Central Accounting, including assigning, reviewing and evaluating work.
- Will be required to drive to various Tribal offices.
- The above is not all-inclusive and other related duties may be assigned.

- **Interested applicants may obtain further information by requesting a copy of the full POSITION DESCRIPTION from the Tribal Personnel Office (406) 675-2700 Ext. 1040.**

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- The Incumbent of this position must have graduated with a minimum of a Bachelor's Degree in Accounting and have a CPA Certification.
- Must have 10 years' experience in business administration and accounting.
- Must have 5 years' experience in governmental accounting,
- Must have strong project management and leadership skills.
- Must demonstrate the ability to interpret & train personnel regarding regulations and policies.

- Must demonstrate sharp analytical and problem-solving abilities.
- Must work independently and as a team member to accomplish the group goals.
- Must adhere to and assist in the development and maintenance of the accounting policies & procedures manual.
- Must exhibit knowledge/experience with advanced Excel functions, PowerBI, Abila & Microix Software.
- The Incumbent must exhibit an understanding of GASB statements, GAAP, internal controls in financial processes, the Uniform Administrative Requirements, 2 CFR Part 200, and best practices and risk management.

Submit:

1. Tribal employment application.
2. Copy of relevant academic transcripts and training certificates.
3. Copy of a current, valid Driver's License.
4. Proof of enrollment in a federally recognized Tribe.
5. If you claimed Veteran's preference, a copy of the DD214 Form must be submitted.

FAILURE TO SUBMIT COPIES OF THE ABOVE DOCUMENTATION MAY RESULT IN THE DISQUALIFICATION OF YOUR APPLICATION FROM THE SCREENING PROCESS.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo, MT 59855, Telephone (406) 675-2700 Ext. 1040 or Email personnel@cskt.org or Fax (406) 226-2562. **FOR MORE INFORMATION:** Contact: Greg Spahr- Director of Financial Management. 675-2700 Ext. #1379.