



Little River Holdings, LLC

Home Office:

2608 Government Center Drive

Manistee, MI 49660

www.lrhedc.com

crystalnewman@lrboi-nsn.gov

Controller

Job Description

Little River Holdings

Little River Holding is the investment enterprise of the Little River Band of Ottawa Indians. Our **mission** is to provide a legal structure built under sovereign tribal laws to house the economic development entities (other than the Little River Casino Resort) whose purpose is to create monetary profits and tribal community benefits. Our **vision** will seek to become the parent economic development entity of the Nation, acting as the direct link between related entities and the will of the Tribal Council and Ogema, wherein profit and/or tribal community oriented businesses will be housed that are integral to the operations, financial health, economic self-sufficiency, and continued existence of the Nation. Our **values** are the Seven Grandfather teachings: love, wisdom, respect, bravery, honesty, humility, and truth.

Little River Holding is organized as a diversified holding company to invest in, support, and manage businesses that meet our investment criteria in pursuit of our mission and vision.

Job Summary

Reporting to the Chief Financial Officer, the Controller is responsible for computing, classifying, and recording financial transactions to ensure the financial records of the organization are accurate. The Controller also performs routine financial calculations and general ledger duties, directs the accounting and control functions, reports on the results of operations, and provides chronological systems. The Controller will supervise and coordinate the activities of the accounting and operations staff. The person filling this position must be extremely detail-oriented with excellent writing, speaking, and financial computation skills.

Job Duties

The following exhaustive list of duties represents a sample of work routinely performed by the Controller:

- Develop and implement accounting policies, coordinate systems and procedures, and prepare operating data and special reports as required, including interim and year-end financial statements. Maintain the EDC's system of accounts and keep books and records on all EDC transactions and assets.



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- Establish, coordinate and administer, as an integral part of management, an adequate control of operations including profit planning, programs for capital investing and financing, sales forecasts, expense budgets and cost standards, together with necessary controls and procedures to effectuate the plan.
- Compare performance with operating plans and standards, and report and interpret the results of the operation to all levels of management.
- Provide for the control and editing of all EDC policies and procedures to ensure conformity, and to facilitate data control and retrieval of records generated by the policies and procedures.
- Establish and administer tax policies and procedures.
- Provide managers and entities with requested information to assist them with their budgets.
- Ensure protection for the assets of the business through internal controls, auditing, and appropriate insurance coverage.
- Serve as a liaison between the EDC and legal counsel or outside accountant support.
- Provide input to the CEO on financial matters of the EDC.
- Provide the overall direction, coordination, evaluation, coaching, and development of staff. This includes interviewing, hiring, orienting, and training employees; providing timely feedback, appraising performance, and providing professional development opportunities; and rewarding and disciplining employees. Proactively address and resolve staff concerns and explore and implement methods and procedures for improving departmental workflow and service to all EDC entities.
- Assist CEO with interviewing, hiring, orienting, and training financial staff as well as planning, assigning, and directing work.
- Performs other duties as assigned.

Credentials

Candidates for the position of Controller must meet the following requirements, as demonstrated through past employment, education, testing, or a combination thereof:

- Bachelor's Degree in Accounting, Finance, Business, or other related field.
- Five (5) years of progressive accounting experience required; or three (3) years of progressive accounting experience and a Master's Degree from an accredited institution.
- Two (2) years supervisory experience required.
- Five (5) years of Financial Application Management experience required.
- Experience in working with multiple legal entities under different legal umbrellas.
- Governmental financial knowledge of a population of 2000 or greater.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations.



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- Ability to read, analyze, and interpret financial statements. Basic math skills are also required to reconcile and perform calculations within financial statements.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from managers, clients, and the general public.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to a variety of instructions furnished in written, oral, diagram, or scheduled form.
- Demonstrated strong service and communications skills, both oral and written, and project management skills.

FLSA Status

- The Controller is an Independent Contractor.

Reporting

- The Controller reports to the CEO.

Salary Range: Minimum = \$48,000
 Midpoint = \$87,000
 Maximum = \$100,050

TO APPLY, PLEASE SEND LETTER OF INTEREST AND RESUME TO CRYSTALNEWMAN@LRBOI-NSN.GOV