



# Navajo Nation Oil and Gas Company

P.O. Box 4439 Window Rock, AZ 86515 • Phone: (928) 871-4880 • Fax: (928) 871-4897

## Controller

### *Position Description*

<b>Business Unit:</b>	NNOGC Corporate	<b>Reports to (title):</b>	Vice President of Finance / CEO
<b>Department:</b>	Accounting	<b>Work Location:</b>	St. Michaels, AZ and/or Remote
<b>Job Code:</b>	CONTLR	<b>Supervises:</b>	Accounting Manager and Accounting Staff
<b>Pay Grade:</b>	E-9	<b>Classification:</b>	Exempt
<b>Hours/Week:</b>	40 Hours	<b>Effective Date:</b>	TBD
<b>Type of Position:</b>	Regular, Full-time	<b>Revised Date:</b>	4/01/2004; 10/16/2016

### PERFORMANCE EXPECTATIONS

In Performance of their respective tasks and duties all employees of Navajo Nation Oil & Gas Company (NNOGC) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent
- Adhere to all professional and ethical behavior standards of the oil & gas industry
- Interact in an honest, trustworthy and dependable manner with employees, partners, and vendors
- Possess cultural awareness and sensitivity
- Maintain a current insurable driver's license and clean driving record
- Successfully pass a pre-employment drug/alcohol screen and background investigation

### POSITION PURPOSE

The Controller is responsible for the organization, development, management, implementation, coordination and administration of the Accounting Department, which includes planning, directing, and controlling the financial functions in accordance with NNOGC financial policies and other appropriate financial management techniques and practices. The Controller shall assure that NNOGC adheres to Generally Accepted Accounting Principles (GAAP) and accounting standards issued by other regulatory and advisory organizations.

### ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Work closely with the Vice President of Finance/CFO to contribute to the financial management of the company including strategic financial input and assistance on key decisions affecting the organization today and in the future. The organization includes upstream, midstream, and downstream business units.
- Supervise the Assistant Controller, Accounting Manager and other direct reports.
- Plan, control and direct the organization's corporate accounting and finance activities under the supervision of the Vice President of Finance/Chief Financial Officer ensuring that the company maintains a strong financial position and complies with GAAP and Governmental Accounting Standards Board (GASB), if required, statutory tax guidelines, as appropriate, government contracting and related regulatory requirements and internal financial policies and procedures.
- Assure the preservation and security of assets and accurate and timely recording of all transactions and implement disciplines of internal audits, controls and checks across all departments.
- Manage the accuracy and productivity of day-to-day activities of accounts payable, cash disbursements, invoicing/billing, customer credits and collections, perpetual inventory integrity, fixed asset records, general and entity accounting, cost accounting, Joint Interest Billing (set up interest and wells), revenue, etc.
- Manage the companies' cash position to assure that adequate funds are available for daily operations, with excess funds earning rates of return commensurate with acceptable risk to the company.
- Provide timely and accurate analysis of budgets, financial reports, and financial trends to assist the Vice President of Finance/CFO, President/CEO and other staff in performing their responsibilities and achieving financial objectives. Additionally, ensure that accounting staff provides required financial reports and analyses to the Business Unit Managers on a timely basis.

- Ensure the timely preparation and filing of all accounting and financial reports for governmental and regulatory agencies, including preparation of all tax returns required by the various government agencies.
- Direct the month-end and year-end closing process. Ensure quality control over financial transactions and financial reporting.
- Prepare required schedules and account detail in assisting all auditing functions including outside CPA firms on a timely basis.
- Enhance and/or develop, implement and enforce internal control policies and procedures of the organization by way of new and/or up-to-date systems or processes that will improve the overall operation, controls and effectiveness of the accounting department.
- Ensure that staff are trained in the use of financial analysis tools and that such tools are systematically used by staff to support and evaluate operations
- Interview, select, hire, train and assign direct and indirect accounting staff. Provide direction and mentor, develop and communicate performance expectations of staff, both as a department and individually. Evaluate performance and provide coaching to employees; maintain harmonious employee/employer relations; and develop and implement staffing and development plans and related budgets.
- Maintain professional and technical knowledge necessary to stay abreast of accounting developments and trends within the Oil and Gas and Energy industry.
- Performs other duties as assigned.

## MINIMUM MANDATORY QUALIFICATIONS

### Experience:

- Minimum of Eight (8) years progressive experience in the Oil and Gas industry required, with at least 3 years with a nationally recognized CPA firm with an oil and gas industry practice (preferred).
- Capital market experience, which may include managing bank/non-bank investor relationships would be a plus.

### Education:

- Bachelor Degree in Accounting, Finance or related field required.
- Master Degree in Finance, Business or related, preferred.

### Mandatory Knowledge, Skills, Abilities, and Other Qualifications:

- Strong working knowledge of oil and gas accounting and financial systems, auditing, budget preparation, compliance reporting systems, investment performance, financial analysis, revenue, expense, and cash flow forecasting.
- Knowledge of organizational policies and procedures, federal and state policies, and current accounting standards.
- Demonstrates strong supervisory and managerial skills.
- Detail-oriented, hands-on, self-motivated and be able to work independently or as a member of team.
- Proactive, able to work under pressure and meet deadlines. Organize with ability to set priorities and manage multiple tasks.
- Strong interpersonal presentation skills, capable of working within all organizational levels.
- Excellent verbal and written communication and organizational skills
- Relate diplomatically with varied groups while demonstrating leadership skills.
- Analytical thinking with strong problem solving skills.
- Work outside of normal business hours of 8:00 a.m. to 5:00 p.m., including weekends and holidays, as necessary.
- Skilled in accounting and oil & gas software applications.
- Skilled in the latest MS Office software applications

## POSITION PREFERENCES

Licenses and Certifications

Certified Public Accountant (preferred).

## WORK ENVIRONMENT

- Work Environment: Work is generally performed in an office setting with a moderate noise level. Variable hours based on operational needs. Tight time constraints and multiple demands are common. Travel may be required
- Physical demands: While performing the duties of this job, the employee regularly is required to sit; use hands, such as typing on a computer, handle paperwork, or feel, talk and hear. The employee occasionally is required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.
- Mental demands: There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wide variety of people on various and, at times, complicated issues.

**NAVAJO/INDIAN PREFERENCE**

Navajo Nation Oil and Gas Company complies with the Navajo Preference in Employment Act (NPEA).

**OTHER**

All employees must uphold all principles of confidentiality and proprietary information to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

*Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

**ACKNOWLEDGMENT**

I have reviewed the content of the **Controller** position description and have been provided a copy of the description. I certify that I can perform the essential functions of the position as outlined in this description, with or without reasonable accommodation.

Description any accommodation required to perform these functions:

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\_\_\_\_\_  
**Employee** (printed name)

\_\_\_\_\_  
**Employee** (signature)                      **Date**

\_\_\_\_\_  
**Supervisor's Signature**                      **Date**