

Office of the Chief and Council

Kirk E. Francis
Chief

Mark Sockbeson
Vice-Chief



Penobscot Nation

Human Resources

12 Wabanaki Way
Indian Island, Maine 04468
Phone: (207) 817-7306
Fax: (207) 817-7463

JOB ANNOUNCEMENT

Opening Date: June 17, 2025

Closing Date: June 30, 2025

Position: Comptroller

Department: Finance Department

Reports To: Director of Finance

Pay Range: \$30.00 - \$40.00

Status/Term: Full-time, Non-Exempt

Location: 12 Wabanaki Way. Indian Island, ME 04468

Job Summary:

The Penobscot Nation is seeking a detail-oriented and experienced Comptroller to oversee and direct daily operations of the Finance Department. The Comptroller will also provide supervisory oversight of accounting office staff and work closely with the Chief Financial Officer to maintain and enhance accounting processes and procedures. This role will manage essential accounting tasks and support the financial health of the organization.

The role of Comptroller will include responsibilities of Staff Accountant as necessary. This will include duties such as account analysis and reconciliation, budgets management, prorations, allocations, financial statement preparation, and assisting with annual audit preparations. The ideal candidate will have comprehensive computer skills, with proficiency in Microsoft Excel and Word. Familiarity with additional software such as Crystal Reports and Access is highly desirable. This position requires a commitment to accuracy, teamwork, and continuous improvement in financial operations. Experience with accounting software is a plus.

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Qualifications Required:

- Bachelor's Degree with major in accounting/finance or related field required.
- Masters Preferred.
- Experience with Federal grants administration preferred.
- Minimum of 1-3 years of experience with prior supervisory duties in accounting department preferred.
- Valid State of Maine driver's license with clean driving record.
- Indian Preference will be adhered to in accordance with the Penobscot Nation's Personnel Policies and Procedures.

Essential Duties/Responsibilities:

- Assumes responsibility for audit preparation and worksheet preparation for year-end including accounts analysis. Will work closely with staff and CFO on audit work.
- Reconciles bank accounts with general ledger accounts.
- Reconciles vendor accounts with Payroll, Accounts Payable, and other areas.
- Assists with contract accounting and inventory control.
- Assumes responsibility for fixed assets monitoring, control, and record maintenance.
- Assists with large asset procurement and bid processing (PIN Rental purchases).
- Oversees timely processing, submittal and posting of credit card processing to insure accurate recording of expenses.
- Assists with redevelopment and upgrade of reconciliation program(s) with CFO.
- Reviews and assists with scanning of accounting work and documents as needed.
- Approves payroll processing and prepares payroll reporting, including tax returns.
- Assists with supervision and training of accounting staff.
- Reviews budget reports and reports exceptions to the CFO.
- Monitors and creates journal postings to the accounts for all Trust Fund and Investment accounts activity including investments, payouts, and manual transactions.
- Cross-trains in all accounting office duties to fill-in or help train new staff or current staff on new or current procedures.
- Committed to safeguarding confidentiality of financial information and data.
- Interacts harmoniously and effectively with others, focusing upon the attainment of Penobscot Nation goals and objectives through a commitment to teamwork.
- Conforms to acceptable attendance/punctuality standards as expressed in the Employee Handbook.

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- Performs other duties as assigned as required.

Physical Demands/Conditions/Requirements:

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to stand, walk, kneel, bend, crouch, run, reach overhead, grasp, push, and pull, use hands to finger, handle, or operate objects, controls, or equipment. The employee must be able to work at a computer terminal for extended periods of time. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Although work is performed most frequently in a normal office setting, some work may occur in an outdoor setting.

How to Apply:

- - Applications are available at the Human Resources Office or the Secretary's Office at the Nick Sapiel Building, Indian Island, Maine. Applications can also be downloaded at www.penobscotnation.org.
- - Apply online at <https://www.penobscotnation.org/departments/human-resources/employment-opportunities>.
- - Submit completed applications and résumés along with certifications to Human.Resources@penobscotnation.org.
- - For additional information, call (207) 817-7306 or email Human.Resources@penobscotnation.org.

Pre-employment physical will be conducted in accordance with the Penobscot Nation Personnel Policies and Procedures. Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential functions (as listed) either unaided or with the assistance of a reasonable accommodation, to be determined by management on an individual basis upon request.