JOB ANNOUNCEMENT

JOB TITLE: Comptroller

LOCATION: Great Lakes Indian Fish & Wildlife Commission Odanah, Wisconsin

CLASSIFICATION: Permanent, Full-Time

SALARY: Starting Salary Range: $84,546—$98,636 depending on qualifications
Note: Position has been classified as 50% tax-exempt for qualified tribal members under Internal Revenue Code §7873—Tax Exemption for Income Derived from Treaty Fishing Rights-Related Activities. See GLIFWC website for current benefit information.

POSTING DATE: October 17, 2023
CLOSING DATE: November 16, 2023

JOB SUMMARY: The Comptroller is responsible for supervising and maintaining an adequate fiscal management system and accounting system to ensure compliance with Commission funding contracts and grants and provide day-to-day supervision of the accounting staff.

DUTIES AND RESPONSIBILITIES: Review and analyze fund accounting systems and upgrade software to ensure compliance with OMB Super Circulars and 638 contracting requirements. Assist in the Commission’s annual budget process. Administer the Commission’s indirect cost system. Maintain an adequate Commission payroll system and approve payroll reports and tax forms. Approve electronic requisitions and payment vouchers. Assist in contracting and preparing the Commission’s single audit. Other duties as assigned.

The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs or deemed necessary by the supervisor or Division Head.

QUALIFICATIONS:

1. Preferred CPA or MS in Accounting or MBA in finance; minimum must possess a bachelor’s degree in accounting, Business Administration (i.e., with an accounting emphasis) or related field with 8 years of relevant fund accounting experience.
3. Skills and ability to manage and supervise accounting staff.
4. Strong numerical and analytical skills, in addition to being detail oriented.
5. Ability to obtain, compile, and summarize narrative information and quantitative data.
6. Strong skills in written and oral communication.
7. Must have a valid driver’s license and be insurable.
8. Work or other relevant experience with Indian Tribes, non-profit or governmental agencies preferred.

Indian preference will be applied consistent with GLIFWC policies and the federal Indian Self Determination and Education Assistance Act (PL 93-638).

APPLICATION PROCEDURE: Applications can be picked up from GLIFWC’s office in Odanah, WI and are also available at www.glifwc.org under employment tab. Applicants must submit a completed GLIFWC primary application for employment, letter of interest, and resume (including three professional references).

Completed applications & materials should be returned (in person, by mail or email) to:

Ashley Poch, Human Resources Director
Great Lakes Indian Fish & Wildlife Commission
P.O. Box 9, 72682 Maple Street Odanah, WI 54861
hr@glifwc.org