

# GREAT LAKES INDIAN FISH & WILDLIFE COMMISSION

P.O. Box 9 • Odanah, WI 54861 • 715-682-6619 • FAX 715-682-9294

[www.glifwc.org](http://www.glifwc.org)



## • MEMBER TRIBES •

### MICHIGAN

Bay Mills Community  
Keweenaw Bay Community  
Lac Vieux Desert Band

### WISCONSIN

Bad River Band  
Lac Courte Oreilles Band  
Lac du Flambeau Band  
Red Cliff Band  
St. Croix Chippewa  
Sokaogon Chippewa

### MINNESOTA

Fond du Lac Band  
Mille Lacs Band

## JOB ANNOUNCEMENT

**TITLE:** Comptroller  
Division of Administration

**LOCATION:** Great Lakes Indian Fish and Wildlife Commission  
Odanah, Wisconsin

**CLOSING DATE:** May 31, 2021, or until filled

**CLASSIFICATION:** Permanent, Full-Time

**SALARY:** Starting Salary Range: \$69,960-\$74,200 (Dependent 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. Benefits include medical, vision and dental insurance; retirement plan (6% contribution); cafeteria plan; disability insurance; and life insurance.

## DUTIES AND RESPONSIBILITIES

The Comptroller is responsible for maintaining an adequate fiscal management system to ensure compliance with Commission funding contracts and grants and provide day-to-day supervision of all accounting staff. Primary duties include: 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; supervise the Commission's payroll system and approve payroll reports and tax forms; approve electronic requisitions and payment vouchers; and assist in contracting and preparing the Commission's single audit. The position will perform the duties listed above in a manner consistent with the Commission policies and procedures and report to Deputy Administrator.

## QUALIFICATIONS

Applicants: preferred CPA or MS in Accounting; minimum must possess a Bachelor's degree in Accounting, Business Administration (i.e. with an accounting emphasis) or related field with 10 years of relevant fund accounting experience. In addition, applicants are required to demonstrate:

- Proficiency in accounting software (Abilia MIP Fund Accounting preferred)
- Skills and ability to manage and supervise accounting staff
- Strong numerical and analytical skills, in addition to being detail-oriented
- Ability to obtain, compile, and summarize narrative information and quantitative data
- Knowledge of commonly used budget practices, procedures, regulations, and policies
- Ability to interpret and administer budgets in accordance with accounting policies & procedures
- Proficiency with Microsoft Office software (Excel, Word, Outlook) and Adobe Acrobat Pro DC
- Strong skills in written and oral communication

- Must have a valid driver's license and be insurable
- 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**

Applicants must submit a completed GLIFWC application for employment (available at [www.glifwc.org](http://www.glifwc.org)), letter of interest, resume, 3+ page writing sample and three professional references to: Keith Rolof, Deputy Administrator, Great Lakes Indian Fish & Wildlife Commission, P.O. Box 9, Odanah, WI 54861; OR email to: [krolof@glifwc.org](mailto:krolof@glifwc.org) with subject line: Comptroller Job Application