

# GREAT LAKES INDIAN FISH & WILDLIFE COMMISSION

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



## • 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

### MINNESOTA

Fond du Lac Band  
Mille Lacs Band

Red Cliff Band  
St. Croix Chippewa  
Sokaogon Chippewa

## JOB ANNOUNCEMENT

**TITLE:** Budget/Accounting Technician  
**DEPARTMENT:** Administration  
**CLOSING DATE:** Open Until Filled  
**CLASSIFICATION:** Permanent, Part-Time (up to 25 hours/week; possibility of full-time contingent on funding)  
**SALARY:** Starting Salary Range: \$13.10 – \$15.10/hr (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. Limited benefits are included.

## DUTIES AND RESPONSIBILITIES

The Budget/Accounting Technician is responsible for accurately entering budgets and budget modifications in to the accounting software utilized by the Commission. The position will be responsible for maintaining an up-to-date spreadsheet for all BIA contracted funding that reflects any completed budget modifications. This position will also assist with the Commission's annual budget process, BIA annual budget formulation process, and other duties as assigned. Serves as the primary internal contact for budget related questions or reports.

## QUALIFICATIONS

Applicants must possess at least an Associate's Degree in Accounting with one year of relevant experience. In addition, applicants are required to demonstrate:

- Proficiency in accounting software (Abila MIP Fund Accounting preferred)
- Experience in calculating, projecting, and adjusting budget figures
- In-depth knowledge of Microsoft Excel
- Understanding of accounting principles (experience with GAAP a plus)
- Ability to achieve thoroughness and accuracy
- Must be computer literate and proficient with Microsoft Office software (Excel, Word, Outlook)
- Demonstrate skill in written and oral communication
- Must have a valid driver's license and be insurable
- Must pass a security background check
- Work or other relevant experience with Indian Tribes 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

Submit a completed GLIFWC application for employment (available at [www.glifwc.org](http://www.glifwc.org)), letter of interest, resume, and three professional references to:

Keith Rolof, Deputy Administrator  
Great Lakes Indian Fish & Wildlife Commission, P.O. Box 9, Odanah, WI 54861  
[krolof@glifwc.org](mailto:krolof@glifwc.org)

*Incomplete applications may not be considered*