

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
Red Cliff Band
St. Croix Chippewa
Sokaogon Chippewa

MINNESOTA

Fond du Lac Band
Mille Lacs Band

JOB ANNOUNCEMENT

POSITION: Comptroller

LOCATION: Odanah, Wisconsin

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. Visit www.glifwc.org for current benefit information.

THIS IS A PERMANENT FULL-TIME SUPERVISORY POSITION

JOB SUMMARY: The Comptroller is responsible for the accounting operations and to ensure fiscal responsibilities are in accordance with GLIFWC's Accounting Policies & Procedures; the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the reported financial audits, and ensure that reported results comply with Generally Accepted Accounting Principles (GAAP). The Comptroller will work under the supervision of the Deputy Administrator and is responsible for the supervision of the accounting staff. The Comptroller will manage the Accounting Department to ensure that all audits, budgets, annual, monthly, and quarterly financial reports, financial administration of grants, and other accounting functions are timely and accurately completed. The Comptroller must be highly knowledgeable about GAAP and Governmental Accounting Standards Board Fund Accounting (GASB).

DUTIES AND RESPONSIBILITIES:

1. Review and analyze fund accounting systems and upgrade software to ensure compliance with OMB Super Circulars and 638 contracting requirements.
2. Assist in the Commission's annual budget process (a) conducting fiscal analysis of federal health insurance plans, historical premium changes, and impacts on new health plans; b) preparing space cost allocation plans; c) compiling budgets and integrate figures while comparing prior year expenditures; d) reviewing budget trends to ensure program effectiveness and operational feasibility; and e) preparing GLIFWC budget documents and graphs for presentation to tribal officials for approval.
3. Collect, summarize, and interpret financial data to be utilized in the preparation of annual budgets and provide funding forecasts.
4. Administer the Commission's annual indirect cost proposal agreement with the necessary federal agencies.
5. Initiate, review, and implement strong internal controls, policies, and procedures for assigned areas of responsibility.
6. Assist in contracting and preparing the Commission's single audit.

7. Comptroller shall calculate the yearly depreciation schedule for inclusion in GLIFWC's annual single audit, assist in preparing the single audit's management discussion, supply audit documentation and implement audit recommendations as directed by the Deputy Administrator.
8. Maintain an adequate Commission payroll system and approve payroll reports and tax forms.
9. Provides recommendation for modifications, updates and revisions to existing accounting policies and procedures and standard operating procedures.
10. Approve electronic requisitions and payment vouchers.

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. Required: bachelor's degree from an accredited college or university in accounting or related field with major course work in Finance or Accounting or MS in Accounting, MBA in finance, Certified Public Accountant, Master of Tribal Administration and Governance, Certified Government Financial Manager, or Certified Government Management Accountant designation preferable. Click [here](#) to check accreditation.
2. A minimum of five years of progressively responsible experience in a public accounting environment or equivalent. At least five years' experience with various computer accounting systems within a network structure. Open to all applicants, consideration of relevant work experience in lieu of specific educational requirements will be evaluated.
3. Proficiency in accounting software (Abila MIP Fund Accounting preferred), fund accounting or other governmental accounting software.
4. Minimum one year experience in a supervisory role.
5. Experience with compiling or summarizing narrative information and quantitative data.
6. Extensive knowledge and experience in administration of Federal Contracts and Compliance with The Code of Regulations (Title 2 CFR 200), preferably.
7. Knowledge of principles and practices of general business administration including personnel practices and employment laws, general accounting practices and internal control practices.
8. Strong knowledge of BIA and preparation of Indirect Cost Proposals or equivalent, preferred.
9. Work or other relevant experience with Indian Tribes, non-profit or governmental agencies preferred. Solid understanding of Tribal Sovereignty and Indian law, preferred.
10. Must have a valid driver's license and be insurable. Local travel is occasionally required. Travel outside of the state is infrequently required. Typical travel time is generally less than a week.

MOST SUITABLE SOFT SKILLS:

- Ability to work with minimal supervision and apply sound judgment.
- Ability to effectively prepare financial statements and accounts on demand with accuracy.
- Ability to formulize computations accurately with demonstrated competency in working with numerical data.
- Ability to demonstrate excellent problem-solving skills and understanding of various transaction details.

- Ability to demonstrate strong work ethic, management, and organizational skills with special attention to detail.
- Ability to concurrently work on multiple tasks and under pressure to meet deadlines.
- Strong interpersonal and effective communication skills, both written and verbal.

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, writing sample, and resume (including three professional references).

Ensure your resume clearly highlights experiences and skills aligning with the job requirements outlined in this announcement to enhance your candidacy.

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