

GREAT LAKES INDIAN FISH & WILDLIFE COMMISSION

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

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: Property and Procurement Officer
DEPARTMENT: Administration
CLOSING DATE: Open until filled
CLASSIFICATION: Permanent, Full-Time
SALARY: Starting Salary Range: \$32,264 – \$43,679 (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 health insurance, retirement plan, cafeteria plan, disability insurance, and life insurance.

DUTIES AND RESPONSIBILITIES

This position will be responsible for managing all GLIFWC property using Sage Fixed Assets/Tracking software. Regular duties related to property management include: enter all additions, deletions, or transfers into the software, enter additions and deletions into spreadsheet for vehicles, tag all purchased capital and sensitive property, communicate any changes to insurance company to keep coverage accurate, maintain and file all fixed asset records, handle any insurance requests from divisions (proof of insurance, etc.), process incident reports to insurance company to process claims, enter and process necessary vehicle information/reports to GSA, report additions and deletions to the BIA as required, update property insurance schedules (i.e.. computer, vehicles, etc.), calculate yearly depreciation schedule for the annual audit, perform the physical inventory process required every 2 years, process disposal of property/equipment.

This position is also responsible for the processing of and final approval of electronic requisition requests in the Abilia MIP accounting software in addition to performing research as needed on vendor/contractor questions as it relates to A/P. This position will assist in obtaining bids/proposals from vendors/contractors and is responsible for maintaining an electronic shared file of all the required procurement forms for all vendors (W-9, non-collusion, and debarment).

This position will be cross-trained in the Abilia MIP Accounts Payable module in order to process Purchase Orders, A/P Invoices, and travel advances and reconciliations in the absence of the Accounts Payable Manager. This position will also be cross-trained to document and deposit checks received in the mail in the absence of the Payroll & Benefits Manager.

QUALIFICATIONS

Applicants must possess: 1) an Associate Degree in Business, Finance, or Accounting with three years of relevant experience; or 2) Bachelor's Degree in Business, Finance, or Accounting with one year of relevant experience. In addition, applicants are required to demonstrate:

- Experience with Accounting and Property Management Software (Abilia MIP preferred)
- Knowledge of federal property & procurement regulations (i.e., OMB Super-Circular)
- Ability to analyze and interpret contractual instruments, bids and RFP's to determine adequacy, completeness, and compliance with applicable laws and policy.
- Experience with different types of insurance policies and gathering information to submit a claim
- Ability to maintain accurate records with an attention to detail
- Must be computer literate and proficient with Microsoft Office software (Word, Excel, Outlook)
- Ability to communicate effectively, both orally and in writing
- Ability to work independently as well as part of a team in addition to being able to multi-task
- Must have a valid driver's license and be insurable
- 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), letter of interest, resume, and three professional references to:

Kristen Thannum, Administrative Assistant
Great Lakes Indian Fish & Wildlife Commission
P.O. Box 9
Odanah, WI 54861

OR email: kthannum@glifwc.org
Subject: Property & Procurement Officer Job Application