

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

POSITION: Payroll & Benefits Specialist

LOCATION: Odanah, Wisconsin

SALARY: \$45,869 - \$50,309 (based 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.

EMPLOYMENT TYPE: Permanent, Full-time

APPLICATION REVIEW BEGINS: May 5, 2025, and the position will remain open until filled.

JOB SUMMARY: This position is responsible for managing GLIFWC's payroll and employee benefits functions in accordance with Commission policies and procedures.

RESPONSIBILITIES:

Payroll Administration (using Abila MIP Fund Accounting software):

- Process bi-weekly payroll, including data entry and check printing.
- Prepare and file unemployment insurance reports.
- Issue year-end W-2 forms.
- Complete quarterly reporting:
 - SUTA reports for MI, MN, and WI
 - IRS Form 941
- Maintain accurate and up-to-date employee payroll files.
- Provide income and employment verifications for outside agencies (e.g., child support, housing).
- Process FICA and retirement distribution payments.
- Process EFTPS, state taxes, retirement contributions, and other employee benefit payments.
- Prepare and process cash disbursements for all payroll related payments.
- Balances payroll liability accounts.
- Prepare estimated and reconciliation of payroll for Worker's Compensation.

Other Duties:

- Assist auditors by compiling payroll and related accounts payable records and documentation.

- Crosstrain in other accounting functions to support continuity and uphold internal control standards.
- Serve as backup for depositing receipted funds and delivering and collecting mail when needed.

QUALIFICATIONS:

- Associate's Degree in Accounting, Finance, or a related field, with one year of relevant experience. Equivalent combinations of education and/or experience will also be considered.
- Proficiency in payroll and accounting software (Abila MIP Fund Accounting preferred);
- Experience in:
 - Calculating and processing payroll
 - Balancing payroll liability accounts
 - Administering EFT payments for payroll liability accounts
 - Administering multiple health benefit programs and retirement plans
 - Preparing quarterly and annual payroll reports
- An understanding of accounting principles, payroll methods, Internal Revenue Service regulations, federal and state tax regulations. Experience in Wisconsin, Michigan, and Minnesota is preferred;
- Proficiency with Microsoft Office software (Excel, Word, Outlook);
- Strong skills in written and oral communication;
- Must have a valid driver's license and be insurable preferred;
- 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 employment application, a cover letter, and a resume (including three professional references). Applications are available at the [GLIFWC Employment Application](#) page.

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

Completed applications & materials should submitted 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