

# 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

**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](http://www.glifwc.org) for current benefit information.

**EMPLOYMENT TYPE:** Permanent, Full-time

**APPLICATION REVIEW BEGINS:** 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 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 or Finance with one year of related experience.
- 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 be 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](mailto:hr@glifwc.org)