

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



VACANCY ANNOUNCEMENT	
POSITION: Comptroller	LOCATION: Odanah, Wisconsin
SALARY: \$84,546 - \$98,636, Depending on Qualifications, Education & Experience	EMPLOYMENT TYPE: Permanent, Full-time
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 https://glifwc.org for current benefit information.	

CLOSING DATE: Open until filled.

JOB SUMMARY: The Comptroller is responsible for overseeing the financial operations of the Great Lakes Indian Fish & Wildlife Commission (GLIFWC), ensuring fiscal responsibility in accordance with GLIFWC's Accounting Policies & Procedures. This includes producing accurate financial reports, maintaining accounting systems, implementing strong internal controls, and ensuring compliance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) guidelines. Reporting directly to the Deputy Administrator, the Comptroller supervises accounting staff and manages departmental operations. Additionally, this role provides strategic financial leadership by advising GLIFWC's leadership team on financial risks, opportunities, and long-term planning to support organizational growth and sustainability.

RESPONSIBILITIES:

1. Financial Management and Compliance

- Ensure all accounting systems and processes comply with Uniform Guidance (2 CFR 200) and federal contracting requirements.
- Develop and maintain accounting controls to mitigate financial risk.
- Oversee timely completion of audits, budgets, and financial reports.
- Provide regular reports on investment performance and recommend adjustments as necessary to optimize returns and safeguard assets.

2. Budgeting and Analysis

- Implement the Commission's annual budget, including financial analysis of federal health insurance plans, space cost allocations, and historical expenditure trends.
- Prepare financial reports and budget presentations for tribal officials.
- Provide accurate funding forecasts and financial data interpretation.
- Administer the Commission's annual indirect cost proposal agreement.

3. Audit Management

- Assist auditors and coordinate accounting staff during the annual single audit.
- Prepare financial documentation for audits including a depreciation schedule and a Management Discussion & Analysis (MD&A).
- Analyze and implement recommendations from auditors.

4. Internal Controls and Process Improvement

- Review and recommend updates to accounting policies and procedures.
- Ensure the implementation of effective internal controls including, but not limited to segregation of duties, authorization and approval processes, and reconciliation review.

5. Supervision and Leadership

- Promote a collaborative and efficient work environment.
- Encourage professional development by mentoring staff, streamlining processes, and implementing best practices to enhance financial operations.
- Oversee all accounting functions including payroll, property and procurement, accounts payable, grant accounting, and reconciliation, ensuring accuracy and compliance with federal, state, and local regulations.
- Perform administrative duties including the approval of timesheets and time-off requests, conducting annual evaluations, and administering disciplinary actions as necessary, ensuring adherence to company policies and procedures.

The responsibilities listed above are not exhaustive and may evolve based on organizational needs.

QUALIFICATIONS:

1. Bachelor's degree in Accounting, Finance, or related field required. CPA, MBA in Finance, Master of Tribal Administration and Governance (MTAG), Certified Government Financial Manager (CGFM), or Certified Government Management Accountant (CGMA) preferred.
2. Minimum of five years of progressive experience in accounting, with experience in governmental accounting environments.
3. At least two years of supervisory experience, demonstrating strong leadership and management capabilities.
4. Proficiency in accounting software (Abila MIP Fund Accounting preferred) and familiarity with fund accounting principles.
5. In-depth knowledge of 638 Contracting, including Uniform Guidance (2 CFR 200), federal regulations, and grant management.
6. Experience with federal contract budgeting and proposals, financial audits, and compliance reporting.
7. Strong analytical and financial reporting skills with attention to detail.

8. Experience working with tribal organizations or knowledge of tribal government operations preferred.
9. Valid driver's license and insurability for occasional local and infrequent out-of-state travel.

To be successful in this role, the following soft skills are essential:

- Strong problem-solving and analytical abilities.
- Excellent communication and interpersonal skills.
- Effective time management and organizational skills.
- Ability to work independently and as part of a team.
- Ability to manage multiple tasks and meet deadlines under pressure.

Commitment to maintaining confidentiality and ethical financial practices.

Native American preference will be applied in accordance with GLIFWC's Indian Preference policy and the Federal Indian Self-Determination and Education Assistance Act (Public Law 93-638).

APPLICATION PROCEDURE

Submit:

- ✓ A completed GLIFWC employment application (available at <https://glifwc.org>),
- ✓ A letter of interest, and
- ✓ A resume with at least three professional references

Ensure your resume clearly highlights experiences and skills that align with this announcement to enhance your candidacy.

Send application materials to:

Ashley Poch, Human Resources Director
Great Lakes Indian Fish & Wildlife Commission
P.O. Box 9, 72682 Maple Street
Odanah, WI 54861

Email: hr@glifwc.org