

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

MINNESOTA

Fond du Lac Band
Mille Lacs Band



VACANCY ANNOUNCEMENT	
POSITION: Payroll & Benefits Specialist	LOCATION: Odanah, Wisconsin
SALARY: \$45,869 - \$50,309, 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: 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.

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

QUALIFICATIONS:

- Associate's degree in accounting or finance with one year of related experience, or an equivalent combination of education and 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
- Understanding of accounting principles, payroll methods, IRS regulations, and federal and state tax requirements; experience in Wisconsin, Michigan, and Minnesota is preferred.
- Proficiency with Microsoft Office (Excel, Word, Outlook).
- Ability to maintain confidentiality and handle sensitive information.
- Strong attention to detail and accuracy.
- Strong written and oral communication skills.
- Must have a valid driver's license and be insurable preferred.
- Experience working with Tribal governments, Native American organizations, non-profits, or governmental agencies preferred.

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