GREAT LAKES INDIAN FISH & WILDLIFE COMMISSION

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www.glifwc.org



• MEMBER TRIBES •

MICHIGAN	WISCONSIN		MINNESOTA
Bay Mills Community	Bad River Band	Red Cliff Band	Fond du Lac Band
Keweenaw Bay Community	Lac Courte Oreilles Band	St. Croix Chippewa	Mille Lacs Band
Lac Vieux Desert Band	Lac du Flambeau Band	Sokaogon Chippewa	

VACANCY ANNOUNCEMENT	
POSITION: Bookkeeping Clerk	**LOCATION:** Odanah, Wisconsin
SALARY: $40,082-$49,434 Depending on qualifications, education & work 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.	

APPLICATION REVIEW BEGINS: December 2, 2026

The Great Lakes Indian Fish & Wildlife Commission (GLIFWC) is seeking a detail-oriented and motivated professional to join our Accounting team. This position may be filled at either the Bookkeeping Clerk or Accountant III level depending on qualifications and experience.

Bookkeeping Clerk - Entry Level

- Minimum Requirement (any one below):
  - Billing/Posting Clerk Technical Diploma/Certificate or currently enrolled.
  - Accounting Assistant Technical Diploma or currently enrolled.
  - 2 years' work experience using MIP fund accounting software.

GENERAL DESCRIPTION

This accounting position will focus primarily on entering and maintaining organizational budgets, preparing and distributing monthly financial reports, processing travel expenses, and managing cash receipts and disbursements. This role is key to ensuring accurate financial records, efficient cash flow management, and reliable budget tracking to support the organization's financial health and decision-making.

RESPONSIBILITIES

Budget and Reporting responsibilities

- Enter budget figures into the MIP software budget module and modify budgets as approved by the Deputy Administrator.
- Use MIP software reporting modules to prepare and distribute monthly fiscal reports to Division Heads and program managers including revenue/expense reports, month-by-month revenue/expense reports, outstanding encumbrance reports, budget/expense/encumbrance/balance/% spent reports, and detailed general leader reports.

- Work with accounting staff to bring unspent funding balances forward each year and work with leads to reconcile differences.
- Collaborate with divisions to gather budget input, forecast expenditures, and advise on budget status.

Other Accounting Responsibilities

- Process travel advances, ensuring compliance with federal regulations and organizational policies (approvals, documentation, reimbursement, audit readiness).
- Record and post incoming cash receipts to appropriate accounts, ensuring timely and accurate entry.

Other Responsibilities

- Cross-train on MIP accounting software modules as directed including accounts payable, purchase requisitions and payroll.
- Maintain clear documentation and audit trails for all transactions (budgets, travel, receipts).
- Assist with month-end, quarter-end or year-end accounting procedures as needed.
- Support continuous improvement of processes (e.g., streamline budget entry, travel processing workflows, cash handling procedures).
- Ensure compliance with internal controls, accounting standards, and policy requirements.
- Assist with financial reporting and audit preparation.

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

QUALIFICATIONS

1. Ability to follow Accounting Manuals to ensure compliance with accounting systems and functions.
2. Familiarity with MIP Fund Accounting or similar accounting software or the ability to learn.
3. Strong proficiency with accounting systems and excel.
4. Excellent organizational skills, attention to detail, ability to manage multiple tasks and deadlines.
5. Strong communication skills, with the ability to collaborate effectively with the accounting team and division leads.
6. Ability to work both independently and as part of a team, maintain confidentiality of financial information.

Indian preference will be applied consistent with GLIFWC's policies and the federal Indian Self Determination and Education Assistance Act (PL 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