BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER **P.O. BOX 39** **ODANAH, WI 54861**

Job Title: Accounting Manager
Department: Accounting
Hourly Rate: Negotiable DOQ **Full Time: 40Hrs/Week**
Exempt: Yes/Salaried
Supervisor: Tribal Operations Manager
Posting Date: Public
Opens: July 9, 2021
Closes: Open Until Filled

Summary: The Accounting Manager will assist the Tribal Treasurer in the management of all Tribal accounts; submit accurate, timely reports on accounting matters to the Treasurer and the Tribal Council. Develop, refine and implement financial management systems in accordance with Generally Accepted Accounting Principles (GAAP), Office of Management and Budget (OMB) regulations, and Tribal policies. Provide leadership and supervise Accounting Department staff.

Essential Duties and Responsibilities include the following.

- Develop, refine and implement financial management systems in accordance with Generally Accepted Accounting Principles (GAAP), Office of Management and Budget (OMB) regulations, and Tribal policies.
- Review and update the written procedures to ensure effective Accounting Department operations and compliance with the Tribal Accounting Manual. Maintain and implement strong internal controls.
- Coordinate procedures and timelines for developing and modifying the annual comprehensive Bad River Tribal Budget.
- Maintain a Comprehensive Fiscal Reporting System which will include coordinating the submission of all financial and narrative reports required by federal and state grant agencies; prepare monthly financial reports and present to the Bad River Tribal Council.
- Plan, coordinate, and prepare for year-end audits; develop responses to audit recommendations, if needed, in a timely manner.
- Analyze general ledgers, subsidiary ledgers, cash receipt and disbursement journals, and payroll processes.
- Assessment of organizational structure needed to successfully carry out the work of the Accounting Department in response to overall Tribal needs and Strategic Plan.
- Provide leadership and supervise, train, and cross-train accounting personnel in all accounting areas.
- Ensure regularly scheduled monthly accounting meetings with Departments.
- Knowledge of federal regulations relating to grants management.
- Develop the annual Indirect Cost (IDC) Proposal in compliance with Office of Inspector General (OIG) guidelines; develop a procedure to regularly monitor the IDC operations and recommend adjustments.
- Other duties as assigned by Supervisor.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Knowledge of the uniqueness of the Bad River Community. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Required:

- Bachelor's degree in Accounting or Finance and a minimum of four (4) years experience in Governmental Accounting. A Master's Degree is preferred.
- Minimum of three (3) years of supervisory experience.
- Must possess excellent oral and written communication skills, including the ability to communicate fiscal management procedures.
- Strong organizational skills required.
- Must have a working knowledge of computers and experience with MIP accounting software, including the security and integrity of the systems required.
- Must maintain strict confidentiality.
- Must be bondable under the Tribe's Fidelity Insurance Bond.
- Valid Driver's License required and must meet eligibility requirements for coverage under Tribal Auto Insurance Policy.

Other Skills and Abilities:

Required:

- Must work well under pressure and time constraints.
- Must be proficient with Microsoft Office.
- Must be able to work independently.

Background Check:

This position is contingent on the required ability to pass a Bad River Security background check.
This position requires a driver check, to meet eligibility for tribal insurance.

Language Skills:

Excellent writing, speaking, and interpersonal skills.

Physical Demands: The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be physically able to perform all job duties. Sedentary work with some standing and walking required. Occasional lifting up to 25lbs.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:
Bad River Tribe
Attn: Human Resources
P.O. Box 39
Odanah, WI 54861
http://www.badriver-nsn.gov/

Application material may also be emailed to:
HRmanager@badriver-nsn.gov
HRassistant@Badriver-nsn.gov