

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Assistant Accounting Manager

Department: Accounting

Hourly Rate: Negotiable DOQ

Full Time: 40Hrs/Week

Exempt: Yes/Salaried

Supervisor: Accounting Manager

Posting Date: *In-House*

Opens: *February 13, 2023*

Closes: *February 17, 2023, at 4:30 pm*

Posting Date: **PUBLIC**

Opens: **March 1, 2023**

Closes: **March 29, 2023, at 4:30 pm**



Summary: The Assistant Accounting Manager will assist the Accounting Manager and Tribal Treasurer in the management of Tribal accounts. Assist with development and implementation of effective financial management systems in accordance with Generally Accepted Accounting Principles (GAAP), Office of Management and Budget (OMB) regulations, and Tribal policies. Work as a team with Accounting Manager and Accounting Department staff.

Essential Duties and Responsibilities include the following.

- Assist with development and implementation of financial management systems in accordance with Generally Accepted Accounting Principles (GAAP), Office of Management and Budget (OMB) regulations, and Tribal policies.
- Work as a team with Accounting Manager to review and update 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.
- Assist with maintaining 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 report and present to the Bad River Tribal Council.
- Help with preparation for year-end audits.
- Provide input on organizational structure needed to successfully carry out the work of the Accounting Department in response to overall Tribal needs and Strategic Plan.
- Assist with training, and cross-training of accounting personnel in all accounting areas.
- Attend and prepare for regularly scheduled monthly accounting meetings with Departments as directed.
- Knowledge of federal regulations relating to grants management.
- Assist with preparation of the annual Indirect Cost (IDC) Proposal in compliance with Office of Inspector General (OIG) guidelines.
- 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Required:

- Associate degree in Accounting or Finance and a minimum of two (two) years experience in Governmental Accounting. Bachelor degree is preferred.
- Must possess excellent oral and written communication skills.
- Strong organizational skills required.
- Must have a working knowledge of computers and experience with MIP accounting software.
- 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 and as a team player.

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. 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