

KEWEENAW BAY INDIAN COMMUNITY

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

ROBERT "R.D." CURTIS, JR.
EVERETT EKDAHL, JR.
SUE ELLEN ELMBLAD
DALE F. GOODREAU
KIM KLOPSTEIN
SAM LOONSFOT
TONI J. MINTON

2024 TRIBAL COUNCIL

DOREEN G. BLAKER, President
RODNEY LOONSFOT, Vice President
SUSAN J. LAFERNIER, Secretary
ELIZABETH "LIZ" JULIO, Assistant Secretary
THEODORE "AUSTIN" AYRES, Treasurer

CONTROLLER/ASSISTANT CFO

One (1) Full-time, Exempt position

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- Completed Keweenaw Bay Indian Community application
- Current Resume'
- Personal Statement
- College Transcripts
- Minimum of three (3) Letters of Recommendation
- If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Personnel Department
16429 Beartown Road
Baraga, MI 49908
906-353-6623, ext. 4140 or 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Keweenaw Bay Indian Community does not discriminate on the basis of race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

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POSITION ANNOUNCEMENT

<u>POSITION:</u>	Controller/Assistant Chief Financial Officer One (1) full-time, Exempt position
<u>LOCATION:</u>	Keweenaw Bay Indian Community Accounting Department 16429 Beartown Road Baraga, Michigan 49908
<u>SALARY:</u>	Grade 14 (minimum starting wage \$30.60/per hour)
<u>SUPERVISORY CONTROL:</u>	Chief Financial Officer

SUMMARY: The Controller is responsible for assisting the CFO in managing all accounting functions for the governmental operations of the Keweenaw Bay Indian Community. This includes coordinating all functions pertaining to General Ledger, Revenue, Accounts Payable, Accounts Receivable, Grants and Contracts, and Budgeting in accordance with the established policies, procedures and controls of the Tribe.

QUALIFICATIONS:

- Bachelor's degree in Accounting and ten years of progressively responsible governmental accounting experience.
- Experience within a tribal organization preferred.
- Successful supervisory experience in an accounting environment.
- Experience in coordinating several concurrent projects.
- Must possess excellent communication, organizational, and analytical skills.
- Experience with budgeting, financial reporting, expense analysis, account analysis, cost-benefit analysis and financial statement interpretation required.
- Knowledge of computerized accounting systems and system design.
- Superior spreadsheet skills (Excel).
- Ability to read, analyze, and interpret the most complex of documents, such as technical journals, financial reports, legal documents and grants and contracts.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or funding sources.
- Ability to effectively present information in one-on-one and small group situations.
- Must possess a valid, unrestricted driver's license, be insurable to operate fleet vehicles.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and a pre-employment physical.

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INDIAN PREFERENCE: Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE: Preference will also be given to Veterans who do not have bad conduct or dishonorable discharge (need DD214).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Oversees the daily operations of the Government Accounting Department.
2. Directs production of periodic financial reports ensuring results comply with Generally Accepted Accounting Principles.
3. Issues other internal or external financial reports to management, regulatory and funding agencies.
4. Assists in establishing accounting procedures as necessary and ensures the integrity of all financial data produced by the department.
5. Coordinates activities with external auditors and directs staff in audit preparation.
6. Monitors all financial activities to ensure that all applicable laws, rules, regulations and controls of the Tribe are enforced.
7. Maintains good working relationships with the Tribal Council, management, auditors, and external agencies.
8. Ensures that the Accounting Department achieves and maintains a maximum level of tribal-wide service and satisfaction.
9. Directs the general ledger, bank account and investment account reconciliations.
10. Assists in interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; completing corrections; addressing complaints and resolving problems.
11. Held accountable, to a very high degree, for the accuracy and thoroughness of departmental records and reports.
12. Maintains strict confidentiality.
13. Attends trainings, seminars, and contract/funding agency meetings as required.
14. Other duties assigned by supervisor.

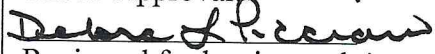
SUPERVISORY RESPONSIBILITIES:

The Controller is responsible for managing the employees in General Ledger, Grants and Contracts, Revenue, Accounts Payable, Disbursements, Accounts Receivable, and Fixed Assets. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

This position announcement summary is intended to indicate the kinds of tasks that will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct, and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level difficulty.

Distribution Date: February 29, 2024

Closing Date: March 11, 2024 at 4:00pm

TERO Approval:  Reviewed for barriers only! Date: <u>2/29/2024</u>
