
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

HUMAN RESOURCES

P.O. Box 129, N5384 US 45 Watersmeet, MI 49969
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REPOSTED: FEBRUARY 12, 2020

DEADLINE: FEBRUARY 27, 2020

JOB DESCRIPTION

POSITION: Accounting Manager
DEPARTMENT: Tribal Accounting
REPORTS TO: Chief Financial Officer
LOCATION: Tribal Offices
EMPLOYMENT STATUS: Full-Time
SALARY: \$60,000-\$75,000 annually

DESCRIPTION: This position will assist the Chief Financial Officer to manage and oversee the daily operations of the Tribal Accounting Department. This person will be responsible for monitoring and analyzing accounting data and producing financial reports or statements as well as establishing and enforcing proper accounting methods, policies and principles. This position has promotion potential to move into the Tribal Chief Financial Officer position within 12 months.

DUTIES AND RESPONSIBILITIES

- Assign work to accounting staff as directed by CFO
- Oversee monthly close process
- Assist CFO with preparation of month-end reconciliations
- Assist CFO with review month-end close and reconciliations
- Propose and review journal entries
- Assist CFO with review of month-end financial statements by department
- Propose or review grant draws on a monthly basis
- Assist CFO with monthly cash flow management/treasury management
- Assist CFO with implementation of policies and procedures
- Identify, prioritize, and coordinate additional projects in conjunction with the CFO
- Assist CFO with policy enforcement

MINIMUM QUALIFICATIONS

- Bachelor's degree in accounting
- 7 years of accounting experience (preferably government)

- Strong skills supervising people, projects, and closing timelines
- High level of demonstrated accuracy
- Significant experience preparing complex audit schedules
- Strong analytical, critical thinking and problem-solving skills
- Proven ability to track and manage several projects simultaneously
- Exceptionally motivated, organized and detail-oriented
- Team player with a willingness to help where required
- Ability to work both under supervision and independently
- Professionalism and discretion

PREFERRED QUALIFICATIONS

- CPA
- Government Grant Management Experience

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position

Lac Vieux Desert Band of Lake Superior Chippewa – Our Mission: To provide a better life for this generation, the opportunity for successive generations to carry on, and to provide the basis for Native American self-sufficiency among its constituency and all native peoples – today and always.

Date Approved by the Tribal Council: January 10, 2020

Lac Vieux Desert Band of Lake Superior Chippewa Indians
Human Resources Department
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