

KEWEENAW BAY INDIAN COMMUNITY

2021 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President
GARY F. LOONSFOOT, JR., Vice President
KIM KLOPSTEIN, Secretary
TONI J. MINTON, Assistant Secretary
DOREEN G. BLAKER, Treasurer

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

ROBERT "R.D." CURTIS, JR.
EDDY EDWARDS
DALE F. GOODREAU
RANDALL R. HAATAJA
SUSAN J. LAFERNIER
RODNEY LOONSFOOT
DON MESSER

GRANT ACCOUNTANT

One (1) full-time, exempt position available

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/ Cover Letter
- Copy of 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
Beth Fish, Personnel Director
16429 Beartown Road
Baraga, MI 49908
906-353-6623, ext. 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"

KEWEENAW BAY INDIAN COMMUNITY

2021 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President
GARY F. LOONSFOOT, JR., Vice President
KIM KLOPSTEIN, Secretary
TONI J. MINTON, Assistant Secretary
DOREEN G. BLAKER, Treasurer

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

ROBERT "R.D." CURTIS, JR.
EDDY EDWARDS
DALE F. GOODREAU
RANDALL R. HAATAJA
SUSAN J. LAFERNIER
RODNEY LOONSFOOT
DON MESSER

POSITION ANNOUNCEMENT

POSITION:

Grant Accountant

One (1) Full-time, exempt position available

LOCATION:

KBIC Tribal Center
16429 Beartown Road
Baraga, Michigan 49908

SUPERVISORY CONTROL:

Chief Financial Officer

SALARY:

Grade 12 (Minimum starting wage of \$22.00/hr)

QUALIFICATIONS:

- Bachelor's degree in business with an accounting concentration.
- Must possess excellent communication, organizational, and analytical skills.
- Must be extremely numbers-oriented and computer-literate, with superior spreadsheet skills (Excel).
- Must possess a thorough knowledge of Generally Accepted Accounting Principles (GAAP).
- Must be highly organized and detail-oriented.
- Ability to work under strict deadlines.
- 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.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing and pre-employment physical.

INDIAN PREFERENCE:

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

VETERAN PREFERENCE:

Preference will also be given to Veterans (need DD214).

DUTIES AND RESPONSIBILITIES:

1. Overall responsibility for all financial reporting related to grants, contracts, and Tribal programs.
2. Assists in the preparation and distribution of monthly financial statements. Issues other internal or external financial reports to provide management, regulatory, and funding agencies with a precise review of the Tribe's financial position.
3. Assists in establishing accounting procedures to ensure the integrity of all financial data produced by the department.
4. Coordinates activities with external auditors and directs staff in audit preparation.

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

5. Monitors all financial activities to ensure that all applicable laws, rules, regulations, and controls of the company are enforced throughout the Tribe.
6. Administers uniform chart of accounts.
7. Monitors monthly activity on all grants to ensure proper account coding and proper use of funds under grant terms.
8. Analyzes grant expenditures for adequate documentation and compliance with all applicable requirements.
9. Maintains good working relationships with the Tribal Council, management, auditors, and external agencies. Interfaces with other departments for accounting needs.
10. Maintains grant archives, including contracts, amendments, drawdowns, reimbursements, reports, and closeouts for use in audit preparation.
11. Prepares monthly, quarterly, and closeout billings as needed for each grant using various defined formats.
12. Prepares budget revisions and journal entries needed for proper grant maintenance.
13. Prepares audit work papers for an independent audit.
14. Works directly with auditors to resolve any issues or questions arising during an audit.
15. Performs reconciliation of general ledger accounts.
16. Held accountable, to a very high degree, for the accuracy and thoroughness of departmental records and reports.
17. Maintains strict confidentiality.
18. Attends training as required.
19. Performs other duties as assigned.

This position announcement summary is intended to indicate the kinds of tasks which 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 similar kind or level difficulty.

Distribution Date: February 12, 2021

Closing Date: March 1, 2021, at 4:00 pm or until filled

TERO Approved: <u>Debra L. P. P. P.</u> Reviewed for barriers only! Date: <u>2/12/2021</u>
--