



Little River Band of Ottawa Indians
2608 Government Center Drive
Manistee, Michigan 49660
(231) 723-8288

Resolution #16-0323-087

*Approval of Job Description for the Position of Comptroller General
and Authority to Post the Position*

WHEREAS, WHEREAS, the status of the *Gaá Čhíng Ziibi Daáwaa Aníshinaábek* (Little River Band of Ottawa Indians) as a sovereign and Treaty-making power is confirmed in numerous treaties, from agreements with the initial colonial powers on this land, to various treaties with the United States; and

WHEREAS, the Little River Band of Ottawa Indians (Tribe) is descended from, and is the political successor to, the Grand River Ottawa Bands, signatories of the 1836 Treaty of Washington (7 Stat. 491) with the United States, as reaffirmed by federal law in P.L. 103-324, enacted in 1994; and

WHEREAS, the Tribe adopted a new Constitution, pursuant to a vote of the membership on May 27, 1998, which Constitution became effective upon its approval by the Assistant Secretary-Indian Affairs on July 10, 1998; and

WHEREAS, the Tribe adopted amendments to the Constitution on April 26, 2004, which became effective upon approval by the Assistant Secretary-Indian Affairs on May 13, 2004; and

WHEREAS, the Tribal Council is authorized under Article IV, Section 7(a) to provide for the public health, peace, morals, education and general welfare of the Little River Band and its members; and

WHEREAS, the Tribal Council is authorized under Article IV, Section 7(I) to take action, not inconsistent with the Constitution or Federal law, which is necessary and proper to carry out the sovereign powers of the Tribe; and

WHEREAS, the Tribal Council Recorder has presented for approval to the Tribal Council the Job Description changes for the Comptroller General position; and

WHEREAS, Human Resources prepared and submits the position description as attached; and

WHEREAS, the Tribal Council finds that the position description is consistent with the responsibilities of the Legislature, and the goals of the Council for oversight and monitoring of governmental activities.

NOW THEREFORE IT IS RESOLVED THAT the Tribal Council of the Little River Band of Ottawa Indians hereby does approve the Job Description for the position of Comptroller General and gives authority to post and fill the position in accordance with Tribal Law and Policy.

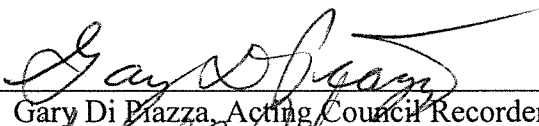
IT IS FURTHER RESOLVED THAT the Tribal Council will extend the time limit for the Comptroller General position until it is filled in accordance with the Budget & Appropriation Act Section 5.06.

IT IS FURTHER RESOLVED THAT the Tribal Council further authorizes the Human Resources Department to make future revisions as may be required by time to time limited to adjustment of position salary and/or wage level, to enable Human Resources to ensure the position wage ranges remain consistent with any approved salary structure adopted by Tribal Council for the tribal government.


IT IS FINALLY RESOLVED THAT any future revisions including but not limited to amendments to minimum qualifications or position duties, and responsibilities shall require subsequent authorization by Tribal Council.

CERTIFICATE OF ADOPTION

I do hereby certify that the foregoing resolution was duly presented and adopted by the Tribal Council with 8 FOR, 0 AGAINST, 0 ABSTAINING, and 1 ABSENT, at a Regular Session of the Little River Band of Ottawa Indians Tribal Council held on March 23, 2016, at the Little River Band's Government Center in Manistee, Michigan, with a quorum being present for such vote.



Gary Di Piazza, Acting Council Recorder



Virgil Johnson, Tribal Council Speaker

Attest:

Distribution: Council Records
Tribal Ogema
Tribal Court

LITTLE RIVER BAND OF OTTAWA INDIANS

TRIBAL GOVERNMENT

JOB DESCRIPTION

JOB TITLE: Comptroller General
DEPARTMENT: Tribal Council
SUPERVISOR: Tribal Council Speaker
PAY LEVEL: E7
RANGE: \$65,691.00 – 87,115 – 104,537
FUNDING SOURCE: Tribal Funds – 100%
BACKGROUND CHECK: Extensive
STATUS: Exempt
PREPARED DATE: March 21, 2016
TRIBAL COUNCIL APPROVAL DATE:

“Indian Preference is applicable in accordance with Ordinance #15-600-02”

SUMMARY

This position provides operational & financial audits, financial statement review & analysis, budget preparation & analysis and financial advice to Tribal Council.

EMPLOYMENT QUALIFICATIONS

A qualified candidate offers:

- a Bachelor's Degree; and
- a license as a Certified Public Accountant (will make immediate application to Michigan if necessary); and
- proficiency in the use of computers and software.

DUTIES AND RESPONSIBILITIES

1. Conducts operational and financial audits, inspections, and fraud investigations.
2. Analyzes financial statements, budgets and reports.
3. Functions as the Tribal Council financial staff and provides financial advice and analysis for the Tribal Council.
4. Accounts for all audit procedures including; risk assessment, planning, documenting, evaluating, testing, identifying, reporting, review and follow up to ensure corrective action has been taken.
5. Reviews internal policies, procedures and existing laws, in addition to rules and regulations to determine applicable compliance.
6. Documents work in accordance with departmental and professional standards.
7. Remains current with the latest internal audit techniques through training and research.
8. Examines transactions for accuracy and compliance with the Tribe's policies.
9. Evaluates financial and operational procedures for adequate and effective internal controls and for the safeguarding of assets.
10. Tests the timeliness, reliability, and usefulness of the Tribe's records and reports.
11. Monitors the development and implementation of methods, systems, and procedures, and major revisions to them, including those pertinent to computer applications.
12. Evaluates and monitors the Information Technology system of internal control to ensure adequate security and controls related to hardware, software, data, and operating personnel; and to ensure retrieval of necessary data for audit purposes.
13. Acts as Liaison with external auditors.
14. Assists in the development of audit objectives and planning the audit scope.

15. Performs risk analysis and determines audit procedures to be used.
16. Prepares formal written reports and makes oral presentations setting forth the audit observations and recommendations.
17. Maintains the highest level of confidentiality at all times.
18. All other duties as assigned by the Speaker.

OTHER SKILLS AND ABILITIES

During the course of employment, the employee will consistently utilize and demonstrate strong verbal and written communication skills, strong organizational skills, strong project management skills, strong and effective presentation skills, strong interpersonal and teamwork skills, a heightened attention to detail and accuracy, the ability to work independently, the ability to work cooperatively with other departments, and a commitment to confidentiality.

SUPERVISORY RESPONSIBILITIES

None

PHYSICAL DEMANDS

Sitting for long periods of time, frequent walking, and occasional reaching, bending, kneeling, or stretching is to be expected. The nature of the work also involves manual dexterity to operate office equipment and while keyboarding. An employee will need normal, or corrected to normal range of sight and hearing and will carry work related materials up to twenty-five (25) pounds.

WORKING ENVIRONMENT

Work is performed in a climate controlled office environment. The employee's work schedule may periodically need to be flexible and adjusted according to business need. The employee must be able to effectively handle stressful and compromising situations while remaining focused and professional, as well as be able to deal with difficult people without losing perspective. Occasional overnight or local travel will be necessary to attend meetings or trainings.

DISCLAIMER AND CONDITIONS OF EMPLOYMENT

The above statements are intended to describe the nature and level of work being performed by people assigned to this job title. It shall govern Full Time, Part Time, Temporary or Permanent positions. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills.

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes, passing a pre-employment drug test and background investigation and successfully completing a 90-day introductory period. Candidates for this position will be required to have dependable transportation available to them without notice.

Employee Acknowledgement and Acceptance: _____
Employee Name and Date