



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: **Controller (Full Time – 1 - Finance Department)**

Summary: Under the direction of the Chief Financial Officer, this position performs professional accounting duties, and is responsible for the overall integrity and accuracy of the accounting and financial operations for the Little River Band of Ottawa Indians Tribal Government, and its non-gaming enterprises. This position supervises staff and the performance of accounting and financial work of considerable complexity and difficulty. Establishes accounting policies and procedures, internal controls, and reporting systems in accordance with generally accepted accounting principles for government entities. Responsible for the overall integrity and accuracy of the accounting system. Analyzes operating performance against plans, trends, budgets, or other standards and provides advice to management deemed appropriate or as requested. Performs related work as required or assigned.

Employment Qualifications: *A qualified candidate offers the following:*

- Bachelor's Degree in accounting or Finance; and
- a minimum of 8 years of experience within Accounting or Finance; and
- a minimum of 5 years supervisory experience at an Accounting Manager or Controller level; and
- In-depth knowledge of laws and regulations relevant to Tribal Government operations; and
- Financial management experience with direct responsibility for compliance; and
- Advanced knowledge of general accounting principles and practices, automated accounting systems and applicable software applications, and financial record keeping and reporting procedures.

"Indian Preference applies in accordance with Ordinance #15-600-02"

Pay Grade: E7

Hiring Range: \$65,691 - \$87,115 - \$104,537 – Commensurate with Verified Qualifications

Status: Exempt; Bi-Weekly pay

Background Check: Extensive

Remote Work Eligible: Yes

Application Instructions:

Obtain an application form and a copy of the position description by contacting Human Resources at:

LRBOI HR Department, 2608 Government Center Dr, Manistee, MI 49660
phone: (231) 398-6859; Email: aliciaknapp@lrboi-nsn.gov .

To apply please submit completed LRBOI application, cover letter, transcripts for degree, any/all licensure(s) and/or certifications required/relevant for position, front/back of driver's license and resume to:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660
Fax: (231)331-1233; Email: aliciaknapp@lrboi-nsn.gov .

Incomplete submissions will not be considered.

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes superior performance in the selection process, including but not limited to all of the following; any pre-employment interviews, skills testing, credentialing, drug screening,

background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a ninety (90) day introductory period.

Posted 06/08/2021

Remove 06/22/2021