



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

POSITION: Budget/Grant Assistant - Finance Department – (1 FT Regular)

Pay Grade: NE7 Hiring Range: \$16.22 – 19.48– Commensurate with verified Qualifications

Status: Non- Exempt /Hourly/Bi-weekly Pay

Background Check: Extensive

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

SUMMARY: Assist with maintaining compliance and related records to Special Revenue programs. Implementation and management of automated budgeting and reporting system, and coordination and preparation of annual budget for Tribe.

EMPLOYMENT QUALIFICATIONS: Minimum Necessary Qualifications -

A qualified candidate offers:

- an Associate Degree with one to two (1-2) years of relevant experience; and
- The technical skills of an intermediate user of MS Office software, computers, and office equipment; and
- Valid driver's license and insurable under the organizational policy.

DUTIES AND RESPONSIBILITIES:

1. Create and maintain files for grants.
2. Communicates with granting agencies and Tribal staff who utilize grant funds.
3. Assists with periodic grant compliance audits and with the Tribe's Annual Single Audit.
4. Assist with financial reports to federal agencies.
5. Prepares forms and resolutions and complies necessary documents for Tribal Council work sessions and regular meetings.
6. Communicates with Tribal department heads regarding year-to-date budget status and any necessary budget modifications.
7. Tracks budget modifications and supplemental appropriations.
8. Assists with preparation of property tax payments.
9. Assists accounting staff with filing, scanning, copying and shredding documents.
10. Maintains confidentiality in all aspects of work and complies with all applicable tribal, federal, or state laws and procedures.
11. Other duties as assigned..

OTHER SKILLS AND ABILITIES:

- Strong computer skills with Microsoft programs, databases, and spreadsheets.
- Strong organizational and project management skills.
- Ability to maintain high confidentiality and work independently with minimum supervision.
- Ability to use appropriate communication skills for the situation, follow directions, be consistently punctual, work well with co-workers and the public and represent themselves in an appropriate manner.

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.

Application Instructions:

Obtain an application form (fillable online available www.lrboi-nsn.gov) 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: apply@lrboi-nsn.gov – ATTN: HR

To apply please submit completed LRBOI application, cover letter, resume and copy front/back of Tribal ID (if applicable) to:

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

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.

For further information, please contact the LRBOI HR Department.

Posted: 12/09/2024

Removal: Until Filled