



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

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

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 practices for government entities. Responsible for 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: Minimum Necessary Qualifications -

- Bachelor's Degree in Accounting or Finance; and
- A minimum of eight (8) years experience within Accounting or Finance; and
- A minimum of five (5) years supervisory experience at an Accounting Manager or Controller level; and
- Superior performance in the selection process as determined at the sole discretion of the LRBOI Hiring Manager, 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 successful completion of the ninety (90) day introductory period.

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

Pay Grade: E7

Hiring Range: \$65,891 - \$87,115 - \$104,537 - **Commensurate with Verified Qualifications**

Status: Non-Exempt/Bi-Weekly Pay

Background Check: Extensive

Application Instructions:

Obtain an application form and a copy of the position description or more information 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, resume, transcripts for degree, any/all licensure(s) and/or certifications required/relevant for position, Copy of Tribal ID (if applicable), and copy of driver license front/back** 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.

Incomplete submissions will not be considered

For further information, please contact the LRBOI HR Department.

Reposted – 10/28/2022

Removal – 11/11/2022