



## LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

**JOB TITLE:** Payroll/Finance Department Clerk - FT

**SUMMARY:** The position is responsible in providing back-up for LRBOI payroll and per capita processing along with required reporting, analysis and communications. Additional departmental duties assigned as time allows.

**EMPLOYMENT QUALIFICATIONS:** A qualified candidate offers -

- High School Diploma or GED; and
- Minimum of one (1) year experience as a payroll clerk or similar position within an office setting; and
- Knowledge or willingness to learn payroll laws, regulations and practices; and
- Technical skills of an intermediate to advanced user of MS Office software, computers, and office equipment. The candidate's technical skills may be tested during the interview process; and
- Working Knowledge of sensitive and professional communication practices in order to speak with and for employees.

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

**Pay Grade:** NE 7

**Hiring Range:** \$13.50 - \$16.90 - \$19.72 (Commensurate with Verified Qualification)

**Status:** Non- Exempt / Hourly/ Bi Weekly Pay

**Background:** Extensive

**Application Instructions:**

Obtain an application form and a copy of the position description on the Tribe's website [www.lrboi-nsn.gov](http://www.lrboi-nsn.gov) or by contacting Human Resources at:

**LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660**

**Phone: (231) 398-6859; Email: [aliciaknapp@lrboi-nsn.gov](mailto:aliciaknapp@lrboi-nsn.gov).**

**To apply, please submit completed application, cover letter and resume, copy front/back of driver license and/all licenses/certifications/trainings relevant to this position to:**

**LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660**

**fax: (231) 398-9101; Email: [aliciaknapp@lrboi-nsn.gov](mailto: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 investigation, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver License throughout employment and be insurable under the Tribe's insurance policy and successfully completing a ninety (90) day introductory period.

**For the complete job description or further information, please contact the LRBOI HR Department.**

**Posted – 12/21/2020 Until Filled**