



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: Chief Financial Officer (Full Time - Contracted Position)

Summary: This position is responsible for the overall integrity and accuracy of the accounting and financial operations for the Little River Band of Ottawa Indians Tribal Government, to include the supervision of staff and the performance of accounting and financial work of considerable complexity and difficulty.

Employment Qualifications: Minimum Necessary Qualifications -

- Bachelor's Degree in Accounting; and
- A minimum of 10 years of experience within Accounting; 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; 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 Driver's License throughout employment and being insurable under the Tribe's insurance policy.

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

Pay Grade: E10 **Hiring Rate:** \$99,908 - \$132,490 - **Commensurate with Verified Qualifications**
Status: Exempt/Bi-weekly pay **Background Check:** Extensive

Application Instructions:

Obtain an application form and a copy of the position description on the Tribe's website 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 .

To apply please submit completed application, cover letter, transcripts for degree or class schedule, any/all licensure(s), relevant certifications, a copy front/back of driver license, a copy front/back of Tribal ID – if applicable and resume to:

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

Phone: (231) 398-6859; Fax: 231-331-1233 Email: aliciaknapp@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.

Tribal Member Posting Period – 04/07/2022 through 04/16/2022

General Posting Period – Subject to outcome of Tribal Member selection process.