



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: Budget Coordinator – (1) FT Regular – Finance Department

Summary: Responsible for the implementation and management of the automated budgeting and reporting system within the Finance Department of the Little River Band of Ottawa Indians (LRBOI). Primarily responsible for the coordination and preparation of the annual budget for the LRBOI. Performs related work as required or assigned.

Employment Qualifications: Minimum Necessary Qualifications –

A qualified candidate offers:

- Bachelor's Degree in finance-related field or 2 years' experience in Accounting; and
- Preferred experience in government or tribal environment with responsibility for budget management or accounting; and
- Valid driver's license and insurable under organizational policy; 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.

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

Pay Grade: E4 **Hiring Range:** \$45,353 - \$60,143 – Commensurate with Verified Experience
Status: Exempt; Bi-weekly pay **Background Check:** Extensive

Application Instructions:

Obtain an application form on the Tribe's website (**under Employment**) and request 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 Bachelor's Degree (if applicable), transcripts for Associates' degree (if applicable), a sample of grant or contract written, any/all licensure(s) and/or certifications required/relevant for position, resume, copy of Driver License front/back and a copy 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.

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.

For further information, please contact the LRBOI HR Department.

Posted: 01-11-2023

Removal: 01/25/2023