



## ***Red Cliff Tribal Business Development Corp***

### **JOB DESCRIPTION**

**POSITION:** Red Cliff Business Development Corporation  
Bookkeeper/Administrator

**LOCATION:** Red Cliff Tribal Administration

**SALARY:** \$18.00 - \$20.00, DOQ

**SUPERVISOR:** BDC Chairman

**THIS IS A REGULAR FULL-TIME EXEMPT POSITION THAT MAY REQUIRE WORKING DAYS, EVENINGS, WEEKENDS AND HOLIDAYS**

**JOB SUMMARY:** Under the direction of the Red Cliff Business Development Board, the Buffalo Bay Store and Smoke Shop will responsible for all Finance duties.

### **DUTIES AND RESPONSIBILITIES:**

- Perform payroll functions as required. To include employer/employee tax payments and other employer/employee payroll deductions/liabilities.
- Will be assigned to and responsible for financial oversight of The Red Cliff Business Development Corporation.
- Complete all financial reporting.
- Responsible for computing revenue draws, completing financial forms and/or draw request forms.
- Process cigarette tax refunds.
- Prepare bank reconciliations for all Red Cliff Business Development Corporation bank accounts on a monthly basis.
- Perform research on vendor/supplier/contractor questions/problems as it relates to accounts Payable.
- Process accounts payables and receivables.

- Perform end of year Inventory and financial statement.
- Attend staff and other meetings, in-services, and events as directed by supervisor.
- Participate in training activities to enhance knowledge of team skills, systems functionality, etc.
- Must adhere to the RCBDC policies and procedures and ensure all staff do the same.
- Maintain a high level of organization.
- The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

**SUPERVISORY AUTHORITY:** Buffalo Bay Store and Smoke Shop Managers

**JOB QUALIFICATIONS:**

- Three years clerical and bookkeeping experience or a combination of training or experience.
- Two years previous supervisory experience required.
- Must possess excellent interpersonal and employee relation skills.
- Basic computer knowledge required. Must be familiar with Excel and Quick books
- Must possess payroll and payroll tax processing experience

**PHYSICAL REQUIREMENTS:** Must be able to lift at least 50 pounds. There will be some bending, lifting and reaching in overhead storage, but mostly sedentary work

**BEHAVIOR AND ATTITUDE:** The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa as well as the Red Cliff Business Development Corporation requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any Behavior or Attitude that tarnishes the Name or Image of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

**Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.**

**APPLICATION SUBMITTAL REQUIREMENTS:** The following items are required for this position:

1. Completed Tribal Application, to include work history and references; available on the tribal website.
2. Tribal Background Investigation Disclosure; available on the tribal website.
3. Cover letter and resume.

4. Post-secondary transcripts or certifications; if applicable.

Applications are available at the Buffalo Bay Store, Smoke Shop (located in the LWRC) and at Red Cliff Tribal Administration office and on the website [www.redcliff-nsn.gov](http://www.redcliff-nsn.gov)

**POSTING DATE: January 5, 2018**

**POSTING DEADLINE: Open until filled**

**FOR FURTHER INFORMATION CONTACT:**

Red Cliff Band of Lake Superior Chippewa

Human Resources Department

88455 Pike Road, Highway 13

Bayfield, WI 54814

[www.redcliff-nsn.gov](http://www.redcliff-nsn.gov)

[Ashley.poch@redcliff-nsn.gov](mailto:Ashley.poch@redcliff-nsn.gov)

(715) 779-3700 ext. 4268

**The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting.**

**ALL APPLICANTS FOR EMPLOYMENT WITH THE RED CLIFF TRIBE ARE SUBJECT TO THE BACKGROUND INVESTIGATION AND OTHER REQUIREMENTS OF RCCL CHAPTER 43, AND THAT YOU ARE UNDER A CONTINUING OBLIGATION TO SUPPLEMENT THIS APPLICATION FOR EMPLOYMENT WITH INFORMATION CONCERNING ANY CONVICTIONS THAT OCCUR AFTER COMMENCEMENT OF EMPLOYMENT WITH THE TRIBE.**