



August 9, 2017

GLITC is recruiting for the following position. Drug Testing required before hire and random thereafter.

### STAFF ACCOUNTANT

Great Lakes Inter-Tribal Council (GLITC) is looking for a permanent full time Staff Accountant to perform general accounting duties for all federal, state and private-funded programs as assigned. Work with other accounting staff to conduct daily functions of department. Verify HR payroll changes and produce required payroll reports. Process accounts payable and billing. Staff in the accounting department are responsible for internal accounting controls (ensure financial amounts, line items, dates and math are accurate; costs are allowable and reasonable). It is a primary function of the accountant to ensure accuracy of work prior to and after posting. Daily attendance is an essential function of this position.

**Principal Duties:** Analyze financial information and prepare financial reports to determine or maintain financial activities within GLITC programs and tracks program dollars. \*Transmit all program financial reports to the program directors/coordinators and the CFO accordingly. \*Update programs with a budget modification supplied by the program director/coordinator, following appropriate funding required regulations. \*Ensure all financial monthly, quarterly, and annual reports are made to the contractors or grantors by the required dates of the applicable program. \*Prepare financial reports for reimbursement as required by their contract. Prepare monthly deposits for the programs. \*Reconcile and validate cash accounts to check registers and to general ledger cash accounts to validate accuracy of all journal entries, cash entries, etc. \*Reconcile all bank statements to general ledger cash accounts each month. Follow up with outstanding checks. Prepare journal entries to record monthly maintenance fees and other automatic deductions from bank accounts. \*Verify and double-check payroll. Calculate deductions and prepare payment for required payroll deductions (i.e. child support, withholding, etc.). File and maintain payroll journals. \*Prepare and submit quarterly and annual government reports, including W-2's. \*Check program vouchers daily for payment. Check stipend runs for payment on a biweekly basis. Run checks on a weekly basis for voucher or stipend payments. Prepare and transmit drawdowns for programs. \*Prepare journal entry and journalize expense to the selected program, finalize the central services billing.

Main worksite is Lac du Flambeau, WI. This position has a starting rate of \$17.00 to \$19.00/hour (depending on experience) with benefits including; Annual/Personal Leave and Holiday Pay; Health, Dental, Life & AD&D, STD and LTD Insurance, FSA and 403(b) Retirement Plan.

### **Qualifications**

**Preferred:** Associate's Degree in Accounting or Business and 2-5 years' experience working in a computerized accounting office, preferably within mid to large size organizations. Or an equivalent combination education and relevant experience.

**Desired:** Experience with a Native American Tribal organization and/or not-for-profit agency.

**Individual must possess:** excellent verbal and written communication skills; professional demeanor and appearance; problem solving skills; ability to manage time effectively; self-motivation skills; work effectively under pressure; ability to build positive work relationships with internal and external customers; ability to interact professionally with a wide variety of people. Individual must be able to follow routine instructions and apply logic in the solving of various computer related issues. Must be able to perform basic, intermediate and advanced math functions. Must be able to work with minimal supervision and be an effective and cooperative team player.

**To Apply:** Mail, fax or email a resume and/or cover letter to Great Lakes Inter-Tribal Council, Inc., P.O. Box 9, Lac du Flambeau, WI 54538, Attn: Human Resources. Fax: (715) 588-3607. Email: [hr@glitc.org](mailto:hr@glitc.org). See the employment page of our website at [www.glitc.org](http://www.glitc.org).

Great Lakes Inter-Tribal Council (GLITC) is an equal opportunity employer that applies Native American Preference as defined in Section 703(i) of the Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e-2(i). Consistent with the referenced Native American Preference, it is the policy of GLITC to provide employment, compensation, and other benefits related to employment based on qualifications of the job applied for, without regard to race, color, religion, national origin, age, sex, veteran status or disability, or any other basis prohibited by federal or state law. As an equal opportunity employer, GLITC intends to comply fully with all federal and state laws and the information requested on this application will not be used for any purpose prohibited by law. Disabled applicants may request a needed accommodation from the representative of the Human Resource Department, PO Box 9 Lac Du Flambeau, WI 54538 or phone (715) 588-1069 or [hr@glitc.org](mailto:hr@glitc.org).

**Closing date is: 8/18/17**