

GREAT LAKES INDIAN FISH & WILDLIFE COMMISSION

P. O. Box 9 • Odanah, WI 54861 • 715/682-6619 • FAX 715/682-9294



• MEMBER TRIBES •

MICHIGAN

Bay Mills Community
Keweenaw Bay Community
Lac Vieux Desert Band

WISCONSIN

Bad River Band
Lac Courte Oreilles Band
Lac du Flambeau Band

MINNESOTA

Fond du Lac Band
Mille Lacs Band

Red Cliff Band
St. Croix Chippewa
Sokaogon Chippewa

VACANCY ANNOUNCEMENT

POSITION: EMPLOYEE BENEFIT SPECIALIST

SALARY: GS GRADE 5 STEP 1 TO GS GRADE 6 STEP 1
RANGE: \$25,737 TO \$28,689

SUPERVISOR: REPORTS TO DEPUTY ADMINISTRATOR

LOCATION: GREAT LAKES INDIAN FISH & WILDLIFE COMMISSION
ODANAH, WISCONSIN

Posting Date: January 21, 2013

Closing Date: February 16, 2013

Duties & Responsibilities:

Responsible for new employee orientation, retirement application, health insurance, worker's compensation claims, review cafeteria plans/life insurance and other benefit plans. Coordinate meetings with benefit consultants, insurance brokers and representatives regarding various employee benefit plans. This position will also be trained on Payroll, Accounts Payable, Fixed Assets and Accounts Receivable.

Qualifications:

Degree in Accounting - Experience with Accounting Systems - Knowledge of Federal Grants - Knowledge of Spread Sheets - Good Communication Skills.

This position has been classified as 50% tax exempt to qualified individuals under IRS Code 7873.

Native American Preference will apply consistent with GLIFWC policies and ISDEAA PL 93-638.

SUBMIT RESUME/APPLICATION TO:

Gerald F. DePerry
Deputy Administrator
P.O. Box 9
Odanah, WI 54861
Telephone: 715/682-6619 ext 2140