

**JOB ANNOUNCEMENT**

TITLE: Comptroller, Division of Administration

LOCATION: Great Lakes Indian Fish and Wildlife Commission Odanah, Wisconsin

CLOSING DATE: December 6th, 2022

CLASSIFICATION: Permanent, Full-Time

SALARY : Salary Range: **$79,167 - $92,362** (Dependent on Qualifications). Note: Position has been classified as 50% tax-exempt for qualified tribal members under Internal Revenue Code §7873 – Tax Exemption for Income Derived from Treaty Fishing Rights Related Activities. GLIFWC’s benefit package includes: 1) Federal Health Insurance (i.e., employer pays 87.5% of annual insurance premium); 2) vision and dental insurance (i.e., employer pays 75% of annual insurance premium); 3) retirement plan (i.e., employer provides a 6% contribution); 4) cafeteria plan; 5) disability insurance; 6) life insurance; 7) 14.5 paid holidays annually; 8) 12 paid vacation days annually; 9) 1 paid personal day annually; and 10) 12 paid medical leave days annually.

# DUTIES AND RESPONSIBILITIES

The Comptroller is responsible for maintaining an adequate fiscal management system to ensure compliance with Commission funding contracts and grants and provide day-to-day supervision of all accounting staff. Primary duties include: supervising three senior accounting staff; ensure compliance with OMB Super Circulars and 638 contracting requirements; assist in the Commission’s annual budget process; prepare the Commission’s indirect cost proposal and administer the indirect cost system; supervise the Commission’s payroll system and approve payroll reports and tax forms; approve electronic requisitions and payment vouchers; and assist in contracting and preparing the Commission’s single audit. The position will perform the duties listed above in a manner consistent with the Commission policies and procedures and report to the Deputy Administrator.

# QUALIFICATIONS

Applicants: preferred CPA or MS in Accounting or MBA in finance; minimum must possess a Bachelor’s degree in Accounting, Business Administration (i.e. with an accounting emphasis) with 5 years of relevant fund accounting experience. In addition, applicants are required to demonstrate:

* Proficiency in accounting software (Abilia MIP Fund Accounting preferred);
* Demonstrated skills in the ability to manage and supervise accounting staff;
* Strong numerical, budgeting and spreadsheet analytical skills;
* Ability to obtain, compile, summarize and integrate narrative information and quantitative data;
* Demonstrated experience in working with Single Audit requirements, GAAP, OMB Super-circular, and indirect cost proposal preparation, negotiation, and administration;
* Strong written and oral communication skills; and
* Must have a valid driver’s license and be insurable.

Preferred work or other relevant experience with Indian Tribes, non-profit organizations or governmental agencies that utilize fund accounting.

Indian preference will be applied consistent with GLIFWC policies and the federal Indian Self Determination and Education Assistance Act (PL 93-638)

# APPLICATION PROCEDURE

Applicants must submit a completed GLIFWC application for employment (available at [www.glifwc.org](http://www.glifwc.org)), letter of interest, resume, 3+ page writing sample and three professional references to: Keith Rolof, Deputy Administrator, Great Lakes Indian Fish & Wildlife Commission, P.O. Box 9, Odanah, WI 54861; OR email to: [krolof@glifwc.org](mailto:krolof@glifwc.org) with subject line: Comptroller Job Application