



*Pride of the Ojibwe
13394 W Trepania Road
Hayward • Wisconsin • 54843
Phone (715) 634-8934 • Fax (715) 634-4797 • HR Fax (715) 699-1209*

****Job Announcement****

Job Title: Compliance Specialist Trainee/Centralized File Clerk
Posting Date: April 26, 2022
Closing Date: Open Until Filled
Location: Compliance Department

Basic purpose or function: Reporting to the Compliance Manager, this frontline member of the accounting organization will support the Compliance team and the Controllorship by monitoring and maintaining records of all assigned Tribal contracts and grants with federal, state, and community agencies. Key duties include centralized filing of all contract/grant files; updating the SEFA Report as new awards are awarded to the Tribe on a regular basis; verifying account codes, ensuring compliance with budgeted expenditures, monitoring and recording draw requests, submission of modifications to the grantor, and timely and accurate financial reporting on the SF425.

Job Responsibilities:

- Maintains Shared-Drive filing and contract/grant paper files of all contracts/grants
- Updates the SEFA Report in excel format on a regular basis.
- Functions as a business partner with grant writers and directors in the grants and contracting process
- In the absence of the Manager, reviews, all program reports (financial sections and budget narrative), new proposals, advance requests, letters of credit, draw requests, etc. prior to Tribal Board authorization
- Updates the Compliance spreadsheet to flag grant or contract renewal or expiration dates.
- Reviews grant or contract modifications with program directors and oversees submission of the modifications
- Prepares and submits required financial reporting prior to the deadline, specifically the SF425, Schedule of Expenditures of Federal Awards and Pre-Audit report
- Provides technical assistance to program directors with budget development; ensures budget compliance in accord with award specifications, resolves issues, assists with revisions, and includes Indirect Cost (IDC) charges.
- Guides program directors in meeting report submission deadlines
- Reviews Purchase Requisitions and Accounts Payable Vouchers to ensure compliance with grant or contract allowable expenditures
- Responsible for the Monthly Request for Reimbursements and Billings

- Teams with the other MIP and Microix subject matter experts to train new employees on the software
- Assists the Chief Financial Officer, the Controller and the Accounting team with the collective budget summary, monthly Profit and Loss reporting for the Tribal Governing Board
- Demonstrates continuous effort to improve operations, decrease turn-around times, and to streamline work processes
- Works with external auditors to provide the required documents
- Perform other duties as assigned

Minimum Qualifications:

- Associates degree in accounting desired, and progress toward attainment of a Baccalaureate degree
- Must have a minimum of 3-5 years prior work experience in accounting; audit experience is a plus.
- Require a strong work ethic, accuracy, excellent organization skills and functions as a self-starter
- Must be detail oriented, reliable, and able to interact with all levels of employees, internal customers, and vendors in a professional manner
- Possess strong problem-solving skills, basic accounting principles knowledge, documentation skills, research and resolution skills, data analysis and multi-tasking skills
- Ability to keep company information Confidential
- Demonstrated proficiency in Word; Excel; and PPT. Pivot Table experience a plus
- Knowledge of GASBE, GAAP, OMP cost principles and other applicable policies and procedures
- Knowledge of MIP and Microix
- Ability to travel on occasion
- Neat and professional appearance; well-maintained files; clean and organized work area
- Must be able to pass a background check
- Must be able to pass a pre-employment drug screen
- Performs other duties as assigned

Application Procedure:

Submit **complete LCO Employment Application, resume**, at least **three (3) personal letters of references**, and any other supportive documents. Resume should be typewritten, indicating personal information related to the position for which applicant is applying for and should include education, experience, professional and/or community involvement.

MAIL, FAX OR EMAIL ALL INFORMATION TO:

Lac Courte Oreilles Tribal Government

ATTN: Human Recourse Department

13394 W. Trepania Road

Hayward, WI 54843

Fax (715) 634-4797

HR Fax (715) 699-1209

doreen.debrot@lco-nsn.gov

caroline.yellowthunder@lco-nsn.gov

Tribal Preference will apply to qualified applicants in accordance with the Lac Courte Oreilles Policies & Procedures Manual.