

# 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

## JOB ANNOUNCEMENT

**TITLE:** Budget Analyst

**DEPARTMENT:** Administration

**CLOSING DATE:** April 10, 2020, *or until filled*

**CLASSIFICATION:** Permanent, Full-Time

**SALARY:** Starting Salary Range: \$35,854 – \$41,829 (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. Benefits include medical, vision and dental insurance; retirement plan (6% contribution); cafeteria plan; disability insurance; and life insurance.

## DUTIES AND RESPONSIBILITIES

The Budget Analyst is responsible for providing assistance in the assessment of federal and state budgetary trends, analyzing operational costs, ensuring budget compliance, and developing and administering the Commissions indirect cost system. Primary duties include: **Budget Review/Analysis** (prepare spreadsheets for all grants/contracts projecting monthly expenses, salary projection for all funding sources, set up new accounts for funding, adjust budgets under 638 contract modifications); **Indirect Cost** (prepare comprehensive spreadsheets that link program expenditures for all funding sources, monitor IDC revenue and expenses, assist with the preparation of the annual IDC proposal, monitor IDC revenue and expenses); **Budget Process** (compile budgets from all divisions into GLIFWC's annual budget process, prepare budget strategies to maintain operational continuity, finalize space allocations, analyze insurance trends, process budget modifications). The position will perform the duties listed above in a manner consistent with the Commission policies and procedures.

## QUALIFICATIONS

Applicants must possess a Bachelor's degree in Business Administration, Accounting, Finance, or related field with one year of relevant experience preferred. In addition, applicants are required to demonstrate:

- Proficiency in accounting software (Abilia MIP Fund Accounting preferred)
- Strong numerical and analytical skills, in addition to being detailed oriented
- Ability to obtain, compile, and summarize narrative information and quantitative data
- Knowledge of commonly used budget practices, procedures, regulations, and policies is a plus
- Ability to interpret and administer budgets in accordance with accounting policies & procedures
- Proficiency with Microsoft Office software (Excel, Word, Outlook) and Adobe Acrobat Pro DC
- Strong skills in written and oral communication
- Must have a valid driver's license and be insurable
- Work or other relevant experience with Indian Tribes, non-profit or governmental agencies preferred
- Indian preference will be applied consistent with GLIFWC policies and the federal Indian Self Determination and Education Assistance Act (PL 93-638)

## **APPLICATION PROCEDURE**

Submit a completed GLIFWC application for employment (available at [www.glifwc.org](http://www.glifwc.org)), letter of interest, resume, 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: Budget Analyst Job Application