

# 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:** Property and Procurement Officer  
**DEPARTMENT:** Administration  
**CLOSING DATE:** January 25, 2019  
**CLASSIFICATION:** Permanent, Full-Time  
**SALARY:** Starting Salary Range: \$30,875 – \$38,244 (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 health insurance, retirement plan, cafeteria plan, disability insurance, and life insurance.

## DUTIES AND RESPONSIBILITIES

This position will be responsible for managing all GLIFWC property using Sage Fixed Assets/Tracking software. Regular duties related to property management include: enter all additions, deletions, or transfers into the software, enter additions and deletions into spreadsheet for vehicles, tag all purchased capital and sensitive property, communicate any changes to insurance company to keep coverage accurate, maintain and file all fixed asset records, handle any insurance requests from divisions (proof of insurance, etc.), process incident reports to insurance company to process claims, enter and process necessary vehicle information/reports to GSA, report additions and deletions to the BIA as required, update property insurance schedules (ie. computer, vehicles, etc), calculate yearly depreciation schedule for the annual audit, perform the physical inventory process required every 2 years, process disposal of property/equipment.

This position is also responsible for the processing of and final approval of electronic requisition requests in the Abilia accounting software in addition to performing research as needed on vendor/contractor questions as it relates to A/P. Assists in obtaining bids/proposals from vendors/contractors and also is responsible for maintaining an electronic shared file of all the required procurement forms for all vendors (W-9, non-collusion, and debarment).

This position will also be cross-trained in the Abilia Payroll module in order to process a payroll with the associated payroll liability payments, in the absence of the Payroll Manager, as well as the Abilia Accounts Payable module in order to process Purchase Orders and/or process A/P Invoices in the absence of the Accounts Payable Manager.

## **QUALIFICATIONS**

Applicants must possess: 1) an Associate Degree in Business, Finance, or Accounting with three years of relevant experience; or 2) Bachelor's Degree in Business, Finance, or Accounting with one year of relevant experience. In addition, applicants are required to demonstrate:

- Experience with Accounting and Property Management Software (Abilia MIP preferred)
- Knowledge of federal property & procurement regulations (i.e. OMB Super-Circular)
- Experience with insurance policies and gathering information to submit a claim
- Must be computer literate and proficient with Microsoft Office software (Word, Excel, Outlook)
- Ability to communicate effectively, both orally and in writing
- Ability to work independently as well as part of a team in addition to being able to multi-task
- Must have a valid driver's license and be insurable
- Work or other relevant experience with Indian Tribes 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 references to:

Keith Rolof, Deputy Administrator  
Great Lakes Indian Fish & Wildlife Commission, P.O. Box 9, Odanah, WI 54861  
[krolof@glifwc.org](mailto:krolof@glifwc.org)