

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

JOB ANNOUNCEMENT

TITLE: Payroll & Benefit Manager

DEPARTMENT: Administration

CLOSING DATE: March 20, 2020, *or until filled*

CLASSIFICATION: Permanent, Full-Time

SALARY: Starting Salary Range: \$32,264 – \$43,679 (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 Payroll & Benefit Manager is responsible for accurately preparing and processing payroll on a bi-weekly basis and administering the Commission's health benefit and retirement plans. The position assures proper tax treatment, accounting, and disposition of withholdings, such as taxes, deductions for benefits, retirement contributions, garnishments, etc. Serves as the primary contact both internally and externally for all payroll and benefit related requests or questions. Completes and assures accuracy and compliance of all federal, state, and organizational reporting requirements concerning payroll and benefits.

QUALIFICATIONS

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

- Proficiency in payroll and accounting software (Abilia MIP Fund Accounting preferred)
- In-depth knowledge of and experience in calculating and processing payroll, balancing payroll liability accounts, administering EFT payments for payroll liability accounts, administering multiple health benefit programs and retirement plans, worker's compensation claims, unemployment claims, quarterly and annual payroll reports, and employment verifications
- Ability to interpret and administer policies and relevant laws related to retirement plans & benefits
- Understanding of accounting principles, payroll methods, Internal Revenue Service regulations, federal and state tax regulations. Experience in Wisconsin, Michigan, and Minnesota is preferred
- 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), letter of interest, resume, and three professional references to: Keith Rolof, GLIFWC, P.O. Box 9, Odanah, WI 54861;

OR email to: krolof@glifwc.org with subject: 2020 Payroll & Benefit Manager Application