



White Earth Reservation Tribal Council

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CHAIRMAN
Terrance "Terry" Tibbetts

SECRETARY-TREASURER
Tara Mason

DISTRICT I
Steven "Punky" Clark

DISTRICT II
Kathy Goodwin

DISTRICT III
Eugene "Umsy" Tibbetts

White Earth Reservation Tribal Council

Job Announcement

Position: Finance Coordinator
Location: White Earth
Pay: \$23.30/hr
Open: 11-06-17
Close: 11-17-17
Benefits: Full
Status: Full Time

The White Earth Finance department is seeking a qualified candidate who is responsible for reporting to granting agencies the financial status of grants. To ensure that funds are being spent in accordance with grant terms and within policies and procedures set by the organization and government agencies.

- Prepare and submit grant reports to comply with grant agreements.
- Provide advice and technical assistance to program managers on grant funds to ensure compliance with policies and regulations.
- Maintain sufficient funding levels and cash flow to operate the program.
- Review and reconcile balance sheet accounts to insure accuracy of the financial statements.
- This has been designated and verified by the White Earth Reservation Tribal Council as an approved position for the Fisheries Percentage.
- Performs other duties and responsibilities as required or assigned

Knowledge, Skills & Abilities Required:

- Knowledge of State, Federal and company policies as they relate to grants and grant reporting.
- Skill in using personal computers and related software such as Microsoft Office.
- Ability to maintain confidentiality.
- Skill in using office equipment such as postage meter, fax, copier, typewriter and telephone.
- Knowledge of general accounting procedures.
- Skill in using computerized financial systems.

Qualifications Include:

- Bachelor's Degree in accounting or Associates Degree in accounting and four (4) years accounting experience in governmental accounting and reporting.
- Prefer experience in governmental accounting.
- Must be able to pass a background check and drug screening.

Send applications to:
White Earth Tribal Council
Attn: Personnel
P.O. Box 418
White Earth, MN. 56591

Download applications at: www.whiteearth.com