JOB DESCRIPTION

POSITION: Special Revenue Accountant III

LOCATION: Red Cliff Administration Office

SALARY: Negotiable (DOQ), Plus Benefits

SUPERVISOR(S): Senior Accountant

THIS IS A FULL TIME NON-EXEMPT POSITION

JOB SUMMARY: This position is responsible for general daily monitoring, reconciliation, reporting and fiscal oversight of an assigned group of funds/grants.

DUTIES AND RESPONSIBILITIES:
1. Will be assigned to and responsible for financial oversight of programs as assigned by the Chief Financial Officer.
2. Develop, verify and maintain reports for individual programs within assigned group using MIP/SAGE/Accounting Software.
3. Provide financial technical assistance to programs within assigned group of funds/grants.
4. Complete all financial reporting for funds/grants within assigned group.
5. Responsible for computing revenue draws, completing financial forms and draw request forms.
6. Reconciliation of credit card transaction for all Tribal bank accounts on a monthly basis.
7. Serve as backup to the payroll accountant to include employer/employee tax payments and other employer/employee payroll deductions/liabilities.
8. Serve as back up to the Travel Clerk to process travel advances/reconciliations.
9. Provide customer service functions at Finance Office window as needed.
10. Provide information to Tribal Administration, Chief Financial Officer, Treasurer, and Senior Accountant as required.
11. Attend staff and other meetings, in-services, and events as directed by supervisor.
12. Participate in departmental continuous improvement team activities.
13. Participate in training activities to enhance knowledge of team skills, systems functionality.
14. The above duties and responsibilities are not an all-inclusive list but rather a general

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representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

SUPERVISORY AUTHORITY: None

KNOWLEDGE:
1. General Accounting Principles and standards.
2. Have experience and knowledge of the computer accounting systems.
3. Develop financial status reports for supervisor, Tribal Council and Funding agencies.
4. Must be able to work well in a team setting and recognize problem and conflict resolution skills.
5. Knowledge of Native American Tribes and the uniqueness of the Red Cliff Community.

QUALIFICATIONS:
1. High school diploma, HSED, or GED.
2. Associate Degree in Accounting or related field, preferred OR 1 year of experience in accounting (preferably Tribal government).
3. Experience in payroll processing is strongly recommended.
4. Experience in computerized accounting systems, is required.
5. Experience in Microsoft Office programs, especially Excel and Word is required.
6. Must possess strong analytical, numerical, reasoning and decision-making abilities.
7. Must be able to work well in a team setting and possess problem and conflict resolution skills.
8. Must have a valid driver’s license, vehicle and appropriate vehicle coverage and maintain driver’s eligibility as a condition of employment. Be eligible to be put on the tribe’s vehicle insurance policy.

PERSONAL CONTACTS: Daily contact with Tribal Administration, Division Administrator, Program Directors, funding agencies, customers, etc.

PHYSICAL REQUIREMENTS: The duties assigned to this position involve bending, stooping, lifting, and carrying. Items may be placed on overhead storage. Weights to be carried are usually less than 50 pounds. Primarily sedentary work.

WORK ENVIRONMENT: Work setting must be maintained as a clean, nonsmoking, well-ventilated area in compliance with all applicable safety regulations. All tribal buildings are smoke free.

TRAVEL REQUIREMENTS: The ability to travel and attend meetings and trainings; overnight and out of town, both locally & nationally. Attend Tribal Council meetings as directed.

BEHAVIOR AND ATTITUDE: The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers

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and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any behavior or attitude that tarnishes the name or image of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

**Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.**

**This job description is subject to change at employer’s discretion, after consultation with the employee.**

**APPLICATION SUBMITTAL REQUIREMENTS:** The following items are required for this position:
1. Completed Tribal Application, to include work history and references, available on the Tribal website.
2. Tribal Background Investigation Disclosure; available on the Tribal website.
3. Consent to Release Liability and Reference Information Form; available on the Tribal website.
4. Resume, required, cover letter, optional.
5. Post-secondary transcripts or certifications; if applicable.

**POSTING DATE:** April 12, 2022  
**DEADLINE:** Open Until Filled

**FOR FURTHER INFORMATION CONTACT:**  
Red Cliff Band of Lake Superior Chippewa  
Human Resources Department  
88455 Pike Road  
Bayfield, WI  54814  
www.redcliff-nsn.gov  
hr@redcliff-nsn.gov  
(715)779-3700

The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting.

All applicants for employment with the Red Cliff Tribe will be subject to the background investigation and other requirements of RCCL Chapter 43, and are under a continuing obligation to supplement this application for employment with information concerning any convictions that occur after commencement of employment with the Tribe.

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