

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Accounting Assistant/Grants Specialist

Department: Health and Wellness Center

Hourly Rate: \$23- \$25 DOQ

Full Time: 40 Hours/Week

Exempt: No/Hourly

Supervisor: Clinic Accountant

Posting Date: Public

Opens: January 16, 2025

Closes: January 31, 2025 at 4:30 PM

Posting Date: Public

Opens: 03/17/25

Closes: Open until filled



Summary: The Accounting Assistant/Grant Specialist is responsible for performing a wide variety of accounting and grant-related duties specific to fiscal responsibilities, reporting, etc. This position will assist with correspondence, accounting practices, ordering supplies, maintaining an efficient and effective recordkeeping system, assistance with grant solicitations; applications; submissions and reporting assistance.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Must maintain and review daily cash in operating and depository Accounts.
- Assist with the cash handling procedures, policies and accountability.
- Assist with the creation of internal controls specific to accounting procedures, protocols and practices that address financial spreadsheets, budgetary language, and financial workflow.
- Handle weekly paper deposits to include proper coding, receipt matching, scanning and logging.
- Assist in the preparation of the annual clinic budget.
- Prepare budget modifications with supportive documentation.
- Assist with IHS payments and budget modifications.
- The ability to create spreadsheets is desired.
- Aid in the reconciliation of the credit card payments.
- Assist with supply ordering, inventory and stocking.
- Provide guidance to procurement clerk'.
- Assist and train staff with the Microix system.
- Develop financial/accounting policies, procedures, protocols, and a manual for clinic staff development.
- Create a priority log which meets the clinic accounting department's needs daily, weekly, monthly and/or yearly.
- Oversee GSA Fleet Drive-thru program to include preventative maintenance, mileage reporting and usage logs.
- Attend budgetary meetings with clinic departments weekly, monthly or as necessary.
- Assist with the implementation and enforcement of accounting policies and procedures.
- Must always maintain confidentiality, ability to build trust and professional ethics by complying with HIPAA, Privacy Act, and other laws pertaining to privacy in a health care setting.
- Must understand State, Federal and Private grants, applications, submission, awards, reporting and close-outs.
- Assist with grant application, budget narratives, and grant budget details; proofread and edit application as necessary.

- Prepare for tribal council meeting to include grant abstract, budget details, resolution of proposed grant, for review, approval and submission.
- Work with clinic staff to address programmatic education, training, services or support that meets the award guidelines.
- Create a priority list specific to grant award and reporting requirements.
- Follow instructions and perform other duties as assigned.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Knowledge of the uniqueness of the Bad River Community. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Required:

- B.S/B. A in Business Administration or a related field, or a combination of College/Vocational credits with a minimum of two (2) years' experience in grant writing
- Must be familiar with tribal accounting strings, GL's, fiscal year details and other funding and/or budget needs.
- Must have knowledge and experience with computers, current software applications, and electronic recordkeeping.
- Demonstrate experience in obtaining grants from non-profits, charities, Federal and/or State agencies.
- Must have a working knowledge of the grant development and grant management processes.
- High School Diploma or equivalent

Preferred:

Associate of Arts degree in office management, business, or related field especially in a health care setting or experience.

Other Skills and Abilities:

Required:

- Valid Driver's License—Must meet requirements of Tribal Driver's Insurance
- Must be able to multi-task.
- Must be willing to attend training as directed.
- Must be able to work independently.
- Must have excellent organizational skills and attention to detail.

Background Check:

- This position is contingent on the required ability to pass a background check.
- This is a required driver position, must possess a valid state driver's license, and adequate vehicle/liability insurance, and/or meet eligibility for Tribal insurance.
- This position is contingent on the ability to pass the required pre-employment drug test.

Language Skills:

- Strong oral and written communication skills.
- Knowledge of computers and software, computer applications and good typing skills.

- Ability to work in diverse settings and communicate effectively with a broad range of related systems.
- Maintain strict confidentiality with Privacy Act requirements and Confidentiality Policy.

Cultural Sensitivity:

This position requires awareness and deep appreciation of tribal traditions, customs, and socioeconomic needs. It requires the ability at all times to meet and deal effectively in contacts with Native American people and organizations. This requires tact, courtesy, confidentiality, discretion, and sound judgment in handling sensitive issues.

Physical Demands:

The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Must be physically able to perform all job duties. Walking, standing, bending, stooping and occasional lifting up to 25lbs and/or carrying for short distances.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Drug-Free Workplace in accordance with the Drug Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

Bad River Tribe

Attn: Human Resources

P.O. Box 39

Odanah, WI 54861

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