



WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks **SECRETARY-TREASURER** Michael LaRoque
DISTRICT I Henry Fox **DISTRICT II** Eugene Sommers **DISTRICT III** Laura Lee Erickson

Position: BH Business Operations Coordinator

Location: Mahnommen, MN

Pay: \$26.23/ DOQ

Benefits: Full

Open: 10/30/2025

Close: 11/14/2025

Status: Full time

This position is responsible to oversee, monitor, and manage general business and operation functions for the Behavioral Health Division including the daily program operations management. This position provides administrative-level coordination of procurement and program-level financial-level financial compliance to improve organizational processes, and works to improve quality, productivity, positive communication, and successful completion of administrative priorities.

Position's outcomes:

- Ensure that materials needed for meetings are printed or attached to appointments as required.
- Ensure smooth virtual meetings using appropriate technology.
- Prepares and compiles documentation for each meeting including agendas and supporting documentation.
- Take Minutes, distribute notes, and follow up on action items from meetings.
- Organizes and maintains Behavioral Health office filing system (including minutes, resolutions and contracts, job descriptions, etc.)
- Reviews purchase order requisitions.
- Prepares purchase orders for the Division.
- Implement general accounting procedures.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills and Abilities:

- Knowledge of the White Earth Reservation demographics, culture, history, and lifestyles.
- Knowledge of data analysis and forecasting methods.
- Skilled in working independently
- Strong knowledge of financial operations, policies/procedures, and organizational structure
- Skilled in details, organizational skills, and completing tasks timely without reminders.
- Ability to travel to locations in-State and out of State for work
- Skilled in listening, responding effectively, and following up on commitments.

Qualifications:

- **High School Diploma or equivalent required.**
- **Associate's Degree (AA) or equivalent from two-year college or technical school in Accounting, Finance, Business, or related field preferred and four (4) or more years' experience in providing executive level support; or equivalent combination of education and experience.**
- **Must be able to work with little to no supervision.**
- **Skilled in detail, writing, and communication.**
- **Proficient mathematical ability and an analytical mind.**
- **Valid Drivers License and insurance for travel between sites and other business-related destinations.**

Mail Applications to:

White Earth Reservation Business Committee

Attention: Human Resources

P.O. Box 418

White Earth, MN 56591

Download Applications at: www.whiteearth.com

EEO with Native Preference

A Drug Free Workplace – Tests for alcohol and illegal drug use may be required prior to and during employment

Background Checks performed