



CIRCLE OF LIFE ACADEMY

35223 Mission Road
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White Earth, MN 56591
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"Our Circle of Life Academy is immersed in Anishinaabe Mino-Bimaadiziwin for our children and community while providing the highest quality of education"

Job Announcement

Position: Finance Coordinator

Open: 01-14-2026

Location: W.E. Circle of Life Academy

Close: Until Filled

Pay: 32.52 per hour

Benefits: Full

Status: Full Time

Circle of Life Academy is currently seeking a qualified applicant who is responsible for performing professional, technical, and analytical duties in budget development, budget management, and accounting and finance, provides support and guidance to District Administrators and staff and ensure that funds are being spent in accordance with grant terms, within policies and procedures set by the organization.

Outcomes:

- Establishes, administers and oversees all accounting, cash management, audit and financial reporting requirements and procedures within the district.
- Ensures all expenditures are allowable by White Earth Tribal government cost principles and grantor guidelines.
- Coordinates the district's annual audit activities and functions.
- Work with Administration, White Earth Finance, and school staff to ensure accuracy on any reporting to the White Earth Tribal government and Bureau of Indian Education.
- Defines budget parameters and financial assumptions and facilitates the long-term and short-term financial planning for the district.
- Establishes and assures thorough and accurate accounting procedures while ensuring prompt processing of financial documents and accounts payable.
- Coordinates the review and reconciliation of all accounts payable accounts and processes.
- Processes all purchase order requisitions and billing in a timely manner, ensuring prompt and accurate payments to vendors.

Knowledge, Skills & Abilities:

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Reservation Business Committee and Circle of Life Academy.
- Knowledge of budgeting and fiscal management procedures.
- Knowledge of accounting procedures and auditing.
- Skill in using personal computers and related software such as Microsoft Office and computerized financial systems.
- The skill and ability to communicate – both orally and in writing.
- Ability to maintain confidentiality.
- Ability to analyze and interpret financial data and prepare financial reports, statements and projections.
- Knowledge of State and Federal regulations and company policies as they relate to grants and grant reporting.
- Knowledge of the White Earth Reservation demographics, culture, history and lifestyles.

Qualifications include:

- Bachelor's degree in accounting or associate's degree in accounting and four (4) years accounting experience in school or governmental accounting and reporting;
- Prefer experience in School Accounting.
- Drivers' License required.
- Must be able to pass a criminal background check and drug screening.

Send applications to:

Circle of Life Academy
Attn: Human Resources
P.O. Box 447
White Earth, MN 56591

Download applications at: www.whiteearth.com