



WHITE EARTH RESERVATION

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

Job Announcement

Position: Enrollment Account Administrative
Location: White Earth
Pay: \$23.64/HR.
Time

Benefits: Full

Open: 04-28-25
Close: Until filled
Status: Full

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for supporting the Enrollment Director and Staff. This position will assist in any of all facets of Finance, including but not limited to payments, invoices, accounts receivable, accounts payable, audits, and cash management, This support will assist the Enrollment Department in maximizing efficiency and processes.

Position Outcomes:

- Administration and documentation of invoices, cash receipts.
- Process Arpa application and Nelson Timber for payment.
- Generate A/R/ invoices.
- Generate purchase orders for internal approval and tracking expenses.
- Receive and verify incoming bills, log into Paramount to enter and update.
- Generating payable reports and preparing reports on inventory levels, property status, supply needs, and other reports as requested.
- Aids with the filing system of Members/Descendant files.
- Assists the public in answering questions and explaining processes required for Tribal enrollment and financial requests.
- Provides administrative Support to Enrollment Staff to promote efficiency.
- Communicate with internal and external sources to ensure the program and organization are represented in a professional manner.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills and Abilities:

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Tribal Council and the Enrollment Department.
- Knowledge of administrative and clerical procedures and systems such as work processing, managing files and records, transcription, designing forms and other office procedures and terminology.
- Knowledge of record keeping principles.
- Knowledge of Report preparation techniques.
- Knowledge of assigned department operations and functions.
- MCT/W.E. culture, customs, resources, and traditions and /or willingness to learn.
- Knowledge of personal computers, including related software such as Microsoft Office (Word, Excel, PowerPoint).
- Knowledge of principles and processes for providing customer and personal services, and evaluation of customer satisfaction and the ability to interact with internal/external customers/clients with tact and diplomacy.
- Skilled in evaluating information, identifying problems, and developing solutions.
- Skilled in talking to others to convey information effectively, communicating effectively in writing, as appropriate.
- Skilled in strong mathematical and analytical performance for performing calculations.

Qualifications:

- High School Diploma/GED required.
- An Accounting Degree or background with a minimum of one (1) years' experience or A.A. in Administration or Business Management plus two (2) years of administrative support experience; or an equivalent combination of education and experience to successfully perform the essential duties is a requirement.
- Strong MS Office skills; MS Word, PowerPoint, Outlook, and Paramount or equivalent financial platform.
- Valid Driver's License and insurance for travel between sites and other related destinations.
- Must be able to pass a criminal background check and drug screening.

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

