



WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks **SECRETARY-TREASURER** Jacob McArthur
DISTRICT I Henry Fox **DISTRICT II** Alrick "Son" Accobee **DISTRICT III** Laura Lee Erickson

White Earth Reservation Business Committee Job Announcement

Position: Finance Coordinator
Location: White Earth
Pay: 32.52/DOQ

Benefits: Full

Open: 09-18-26
Close: 09-24-26
Status: Full Time

The White Earth Reservation Tribal Council is currently seeking a qualified applicant who will be responsible for monitoring and reporting the financial status of grants to funding agencies. Ensure that funds are being spent in accordance with grant terms, within policies and procedures set by the organization, government agencies, and OMB circulars. Assist in any audit reviews conducted by government agencies.

Position Outcomes:

Input of budgets.

- Review budgets received from management for discrepancies.
- Input budget into accounting system
- Communicate with management on any budget modifications and make necessary adjustments in software.
- Communicate any discrepancies to management.

Prepare and submit grant reports to comply with grant agreements.

- Run financial reports for reporting period.
- Check budget amounts to actual expenditures to ensure compliance.
- Ensure all expenditures are allowable in Tribal government cost principles.
- Check financial reports for accuracy, comparing to last report period.
- Communicate with management about any miscodes and/or unallowable costs
- Process any adjustments needed to bring financial statements current.
- Record any necessary indirect cost adjustments.
- Prepare grant financial status reports.
- File reports with appropriate agency.
- Send programs copies of reports.
- Scan copies of reports into document storage system.

Provide advice and technical assistance to program managers on grant funds to ensure compliance with policies and regulations.

- Consult with managers to ensure that budget adjustments are made in accordance with program changes.
- Provide assistance to managers in preparing budgets.
- Monitor financial reports to ensure proper spending.
- Help programs prepare funding code changes when needed.
- Notify upper management of any indirect shortfall.

- Communicate with purchasing department to ensure access to purchasing software.

Maintain sufficient funding levels and cash flow to operate the program.

- Run financial reports to check cash balance.
- Calculate needed adjusting entries.
- Prepare cash request.
- File request with appropriate agency.
- Follow up to ensure that funds are received.

Review and reconcile balance sheet accounts to ensure accuracy of the financial statements.

- Print financial reports.
- Review for accuracy.
- Make any needed adjustments.
- Prepare year end deferred revenue adjustments

Performs other duties and responsibilities as required or assigned.

Knowledge, Skills and Abilities:

- Skill in using personal computers and related software such as Microsoft Office.
- Ability to maintain confidentiality.
- Skills in customer service such as ability to interact with internal and external customers with tact and diplomacy.
- Skill in using computerized financial systems.
- Ability to analyze and interpret financial data and prepare financial reports, statements and projections.
- Knowledge of budgeting and fiscal management procedures.
- Ability to provide financial advice and information to managers.
- Knowledge of the accounting system of the White Earth Finance Office.
- Skill in using office equipment such as postage meter, fax, copier, typewriter and telephone.
- Knowledge of general accounting procedures.
- Knowledge of State and Federal regulations and company policies as they relate to grants and grant reporting.

Qualifications:

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

Send applications to:

White Earth Business Committee
Attn: Personnel
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*

P.O. Box 418 | White Earth, Minnesota 56591 | Tel. (218) 983-4646 | Fax (218) 983-4343