



WHITE EARTH RESERVATION

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

Job Announcement

Position: Finance Treasurer

Location: White Earth

Pay: 49.18/DOQ

Benefits: Full

Open: 05-25-26

Close: 05-29-26

Status: Full-Time

The White Earth Business Committee is currently seeking a qualified candidate who will be responsible for overseeing all financial operations of the tribal government and ensures strict compliance with applicable tribal policies, procedures, and regulations. The position provides strategic financial leadership, maintains strong internal controls, and supports effective budget management across all departments.

Position Outcomes:

Operational Oversight

- Provide supervision and guidance to assigned departments, ensuring adherence to established policies, procedures, and regulatory requirements.
- Complete employee performance evaluations on schedule.
- Review and audit employee work to ensure compliance and accuracy.
- Train new staff on organizational financial policies and procedures.
- Develop and implement new policies and procedures as needed to maintain compliance with updated regulations or changing organizational needs.

Budget Development & Support

- Assist program managers in preparing the general fund budget to optimize the use of tribal resources.
- Communicate regularly with department directors to ensure timely completion of annual budgets.
- Review preliminary budgets for accuracy and completeness.
- Identify and resolve discrepancies.
- Compile all departmental budgets for Tribal Council review and approval.
- Monitor budget performance and ensure programs remain within approved spending levels.
- Advise management on expenditures that do not align with established policies or procedures.
- Distribute monthly financial statements to department directors and managers.

Financial Reconciliation & Reporting

- Obtain monthly bank statements as they become available.
- Reconcile bank accounts to the general ledger.
- Prepare and process adjusting entries necessary to ensure accurate financial records.
- Monitor general fund accounts and ensure all direct deposits are properly recorded.
- Reconcile assigned general ledger accounts each month.
- Review daily receipts for accuracy and completeness.

Check Processing

- Prepare and process manual checks as requested by the Tribal Council or for constituent needs.
- Ensure accurate coding and verify all required approvals prior to processing.

Cash Flow Management

- Monitor tribal bank accounts to maintain adequate account balances.

- Track pledged collateral balances.
- Oversee and monitor tribal investments.

This job description has been reviewed and approved by the White Earth Reservation Tribal Council as an authorized position under the Fisheries Percentage.

Knowledge, Skills, and Abilities Required:

- Proficiency with personal computers and Microsoft Office applications.
- Strong ability to maintain confidentiality.
- Excellent customer service skills, demonstrating tact and professionalism.
- Familiarity with the White Earth Finance Office accounting system.
- Skilled in operating office equipment such as copiers, fax machines, and telephones.
- Solid understanding of general accounting principles.
- Knowledge of internal controls to safeguard tribal assets and ensure accurate financial reporting.
- Understanding of budgeting processes, particularly for Tribal Council annual budgets.
- Ability to work effectively under pressure and meet deadlines set by the Tribal Council, Executive Management, and other stakeholders.
- Proven ability to maintain strong internal financial controls.

Qualifications:

- **Bachelor’s Degree in accounting and five (5) years government accounting experience; or equivalent combination of education and experience.**
- **Valid Driver’s License and insurance for travel between sites and other business-related destinations.**
- **Must be able to pass a criminal background check and drug screening.**

Mail Applications to: White Earth Tribal Council
Attention: 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) 983-3285 | whiteearth.com