



WHITE EARTH RESERVATION

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

Job Announcement

Position: ICW Business Manager

Location: White Earth

Pay: \$28.90/hr. or DOQ

Benefits: Full

Open: 05/21/26

Close: Until Filled

Status: Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible to plan, direct, and oversee business operations of the ICW Program including administrative operations management, financial management, and supervision of assigned staff. This position provides executive level oversight of numerous Federal and State grants, revenue, billing, IV-E claiming, budgets and financial management. Responsible for tracking expenditures, code costs, track costs and revenue, collaborating with Finance Department and ensuring audit compliant business practices within Department. Provide monthly reports to the Manager and staff in order to maximize their efficiency and provide financial transparency of funding available to clients through effective organization, positive communication and successful completion of administrative priorities.

Position Outcomes:

- Provides administrative operations coordination for the agency to ensure that agency goals are met.
- Provides administrative duties for agency operations to ensure documentation is accurate and thorough
- Collaborates with Finance Department.
- Provide Business Management for the ICW Department.
- Conduct financial oversight activities that ensure the agency is financially sound and prosperous and ensure funds are being spent appropriately
- 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 the White Earth Tribal Council and the ICW program.
- Knowledge of the White Earth Reservation demographics, culture, history and lifestyles.
- Knowledge of principles and processes for providing customer and personal services.
- Knowledge of financial monitoring, accounting, budgeting, cash flow projections, and billing.
- Ability to communicate effectively, both orally and in writing.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Ability to apply general rules to specific problems to produce answers that make sense. Ability to combine pieces of information to form general rules or conclusions.
- Skilled in the operation of office equipment, including copiers, fax machines, and/or 10 key adding machines.
- Skilled in the operation of a personal computer, including related software such as Microsoft Office (Word, Excel, PowerPoint, Outlook, database systems,).

Qualifications:

- Associate degree in Business, Finance, Accounting, w related field preferred or four (4) or more years experience in providing executive level support/business/financial management.
- Must pass background check.
- Must pass drug screen at hire and throughout employment according to the White Earth HR policy.
- Valid MN Driver's License and insurance for travel between sites and other business-related destinations if mileage is claimed.

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.