WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks **SECRETARY-TREASURER** Jacob McArthur
DISTRICT I Henry Fox. **DISTRICT II** Eugene Sommers **DISTRICT III** Cheryl "Annie" Jackson

Job Announcement

Position: IV-E Financial Specialist
Location: White Earth
Pay: $23.64/hr.
Benefits: Full
Open: 11/2/26
Close: 11/16/26
Status: Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant to oversee daily operations and management of the Title IV-E financial program for the Indian Child Welfare department.

Position Outcomes:

- Oversees and manages all the financial portion of the IV-E program to ensure objectives are met and Tribal, State and Federal standards are met.
- Ensures MAXIS certifications are done on a timely basis.
- Ensures IV-E applications are processed and completed within 30 days.
- Ensures Medical Assistance is processed and completed within 30 days for children in out of home placement.
- Responsible for charting and analysis to examine IV-E outcomes at least every two weeks and report results to ICW Director.
- Manages IV-E financials in accordance with established policies and procedures to ensure the best use of program funds.
- Attends all EPC and other court hearings impacting case status related to IV-E.
- Ensure guidelines of program are adhered to with IV-E reimbursable expenditures.
- Reconciles claims with electronic payments made to the Tribe.
- Manages financial records in accordance with Federal audits.
- Creates and completes reports to comply with required agencies (internal and external).
- Communicates directly to Indian Child Welfare Director to ensure program and organization is 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 White Earth Indian Child Welfare Department.
- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules that all impact IV-E and MA.
- Knowledge of business and management principles involved with strategic planning, resource allocation, leadership techniques, production methods, and coordination of people and resources. Knowledge of economic and accounting principles and practices, the financial markets and the analysis and reporting of financial data.
- Skilled in Tribal Constituent service and the ability to interact with internal and external Tribal Constituents with tact and diplomacy.
- Ability to communicate effectively, both orally and in writing.
- Knowledge of the White Earth Reservation demographics, culture, history, and lifestyles.

Qualifications:

- **Associate degree in Human Service, Accounting or Business field or five (5) years financial experience.**
- **Valid Driver's License and insurance for travel between sites and other related business.**
- **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.