



WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks **SECRETARY-TREASURER** Michael LaRoque

DISTRICT I Henry Fox **DISTRICT II** Eugene Sommers **DISTRICT III** Laura Lee Erickson

White Earth Reservation Tribal Council Job Announcement

Position: Natural Resources Business/Quality Assurance Manager

Location: Mahnomen

Pay: \$32.52/DOQ

Benefits: Full

Open: 11-03-25

Close: 11-07-25

Status: Full time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for performing a variety of professional and administrative functions in the daily oversight of the White Earth Natural Resources Division. The Business/Quality Assurance Manager provides leadership and professional supportive services for the fiscal operations, compliance, financial, program services, goals, and objectives.

Position Outcomes:

Responsible for the development of program budgets and finance support to ensure the effective and efficient use of financial resources.

- Coordinates with Natural Resources staff on budget proposals
- Ensure funding is appropriate and adequate for program performance
- Negotiates contracts and agreements with federal and state agencies and other organizations and prepares budget for funding and implementation of programs
- Present budgets and justifications at annual budget meetings
- Establishes and maintains comprehensive and current record keeping system of activities and operational procedures in business office.

Manages departmental budgets in accordance with established policies and procedures to ensure the most efficient use of program funds.

- Directs the use of program funds within the scope of work and ensures they are necessary to carry out job duties.
- Ensure that funds are being spent in accordance with grant terms, and within policies and procedures set by the organization, government agencies and OMB circulars.
- Reviews financial statements, budgets, general ledgers, and activity reports to ensure that organization's objectives are achieved.
- Coordinates with Finance personnel to gather reports and statistics as needed.
- Conduct and administer fiscal operations, including accounting, authorizing expenditures, and coordinating financial reporting

Assist department managers and staff with internal and external fiscal compliance

- Assist Natural Resources staff with financial related policy and procedure development to ensure compliance with internal and external agencies.
- Develop and maintain a centralized database of required internal and external agency reporting
- Provide oversight to ensure reporting is professional, clear and concise
- Ensures accurate and complete information is contained in reports.

Assists program managers with grant opportunities for program growth and expansion.

- Identify funding opportunities that align with Natural Resources goals
- Coordinate with program managers and staff on overall scope of project and budget
- Ensure budgets comply with funding requirements
- Responsible to ensure internal policies are followed throughout grant application and acceptance process to completion of performance.
- Establishes and maintains comprehensive and current record keeping system of activities related to program operation.

Monitor the use of supplies and equipment to ensure the effective use of resources and assess the need for additional resources

- Assist Natural Resources staff with the inventory of supplies and equipment
- Ensure White Earth purchasing policy is adhered to
- Provide oversight to Natural Resources staff on equipment maintenance
- Communicate inventory changes or assignments to Finance

Manage and disburse payments for office shared expenditures

- Divide office expenditures requiring split funding payments
- Ensure shared expenses are appropriately budgeted
- Ensure budgets comply with funding requirements

Responsible for special project planning

- Project planning to identify needs assessment with staff
- Develop project plan and outline expectations
- Coordinate with internal and external related agencies for assistance in contracting and funding opportunities,
- Seek funding opportunities to meet budget requirements
- Complete project as necessary

Assists the Director of Natural Resources in executive administrative responsibilities

- Ensure personnel paperwork is current and submitted to Finance and Human Resources
- Communicates with outside agencies as needed
- Ensures employees have accurate, sufficient, and current information
- Coordinates annual training needs of Natural Resources staff
- Plans for coaching as needed for staff development

Communicates with internal and external sources to ensure program and organization is represented in a professional manner.

- Maintains good rapport with staff, organizational employees and external sources including tribal, local, state, and federal representatives
- Listen and respond to visitors, clients, and employee concerns
- Performs all other duties and responsibilities as directed or assigned.

Knowledge, Skills & Abilities:

- Knowledge of White Earth Reservation geography, demographics, culture, and customs
- Knowledge of natural resource management programs
- Knowledge of the policies and procedures of the White Earth Tribal Council.
- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership techniques, production methods, and coordination of people and resources.
- Knowledge of accounting principles and practices, the analysis and reporting of financial data, and GAAP
- Knowledge of laws, legal codes, government regulations, impacting business and billing.
- Skilled in operation of personal computer and application of computer programs
- Skilled in interpreting financial reports and legal documents
- Skilled in writing reports, business correspondence, and procedure manuals
- Skilled in creating new budgets and workplans that meet funding parameters and program needs.
- Skilled in maintaining accurate records, completing reports and keeping current files on-going activities.
- Ability to effectively manage time and prioritize time sensitive items
- Ability to communicate professionally with other related agencies, professional personnel, federal and state offices, co-workers, tribal officials, and the general public
- Ability to work independently and as part of a team.
- Ability to provide attention to detail.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternatives. solutions, conclusions, or approaches to problems.
- Ability to apply general rules to specific problems to produce logical answers.
- Ability to combine pieces of information to form general rules or conclusions.
- Ability to interpret common scientific data
- Ability to plan, organize and manage projects
- Ability to work cooperatively within a group to make the work of the group successful and effective.
-

Qualifications:

- Bachelor's Degree in an accounting field and (2) years of experience in higher level management; or Associates Degree in an accounting field with (2) years of experience in an accounting field and (2) years of experience in higher level management; or equivalent combination of relevant education and experience
- Experience working with governmental agencies and external parties/vendors.
- Experience implementing safety policies, procedures, protocol and documentation in a related field is preferred.
- Valid driver's license & insurance for travel to other business-related destinations.
- Must be able to pass a Background check and Drug Screening.

Send applications to: White Earth Tribal Council
Attn: Personnel
P.O. Box 418
White Earth, MN 56591

Download applications at: www.whiteearth.com

EEO with Native American 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