



# WHITE EARTH RESERVATION

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

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## White Earth Reservation Tribal Council Job Announcement

**Position:** Natural Resources Business/Quality Assurance Manager

**Location:** Mahnomen

**Pay:** \$32.52/DOQ

**Benefits:** Full

**Open:** 10-20-25

**Close:** 10-31-25

**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.
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**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](http://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*

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