
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

HUMAN RESOURCES

P.O. Box 129, N5384 US 45 Watersmeet, MI 49969
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INITIAL POSTING: APRIL 9, 2019

DEADLINE: APRIL 22, 2019

JOB DESCRIPTION

POSITION: Grants Accountant Coordinator

DEPARTMENT: Tribal Accounting

PHYSICAL LOCATION: Tribal Administration Office/Casino Resort

SUPERVISOR: CFO

EMPLOYMENT: Full-Time

STARTING PAY RATE: \$16.82 - \$22.24/Hour (Depending on Experience and Qualifications)

DESCRIPTION:

Provides primary accounting and record-keeping functions for grant monitoring, compliance, and financial reports of awarded grants through their final closing. Works directly with department managers to ensure accurate status of current and upcoming grants.

RESPONSIBILITIES:

- Plans, organizes, and coordinates the accounting and financial reporting for the Tribal grant portfolio which includes budget forecasting and monitoring
- Estimates any carry-over funds from one year to the next
- Prepares or assists with preparing all applicable fiscal reports for all grants within Tribal programs and ensures timely submission of applicable paperwork and accounting reports
- Responsible for data entry and accuracy as they relate to grants
- Set up new grants in accounting software and maintains up-to-date information on existing grants
- Carries out grant closing activities
- Works closely with accounting team members including CFO and Controller(s) as well as various department directors to ensure communication and timely grant-related reports
- May be required to assist in other clerical accounting functions as it relates to data entry
- All other duties and tasks as assigned

MINIMUM QUALIFICATIONS:

- Knowledge of general accounting principles
- Associates degree in Accounting, Finance, Business Administration, and/or related field or at least (5) years of working experience in related field
- Previous working history and/or knowledge of grant coordination, management, preparation, or planning
- Ability to prioritize and self-direct, analyze situations, and identify solutions
- Ability to analyze and interpret data for accuracy
- Must be able and willing to pass background check(s) and other pre-employment screenings

PREFERRED QUALIFICATIONS

- Bachelors Degree in Accounting, Finance, Business Administration, or a related field
- (5) + years of experience working in Accounting field
- (3) + years of direct experience coordinating/managing grants
- Previous experience working for Tribal Governments or Tribal Operations

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.

OUR MISSION

Our Mission is to provide an exceptional and memorable experience to every Guest, every time. Each Team Member will demonstrate a high level of professionalism, provide a safe, clean and entertaining experience for all Guests, internal and external.

Integrity, Service, Professionalism, Value. This is our **PROMISE**.

Date Approved by the Lac Vieux Desert Tribal Council: 04/08/2019

Northern Waters Casino Resort

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