

Little Traverse Bay Bands of Odawa Indians

Job Posting



Job Title: Enterprise Bookkeeper

Department: Accounting

Reports to: Chief Financial Officer (CFO), or designee

Salary Range: \$19.52 to \$27.32 per hour, 40 hours weekly

Status: Non-Exempt

Level: B24

Opens: October 01, 2024

Closes: October 15, 2024

SUMMARY: Under the supervision of the Tribal CFO, or designee, enters all daily sales data, all invoices, all payments received, reconciles all accounts, prepares all financial reports, maintains all general ledgers, initiates all payments and maintains all receivables of the non-gaming Tribal enterprises overseen by the Tribal Government. Assists the CFO, or designee, in creating and implementing policies and procedures for proper internal control of the enterprise assets. Assists LTBB Government Staff Accountants with reports, reconciliations and data entry as assigned, based on workload.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs all daily processing and accounting for revenues and expenses of the business enterprise activities of the Tribe. Prepares monthly financial reports and cost reports and submits to enterprise managers. Ensures data integrity, accuracy, and completeness. Has full responsibility for all daily, weekly, monthly and annual financial tracking and reporting requirements of the enterprise. Has full responsibility for the data entry of the enterprises, the reconciliation of said data and the reporting and filing of sales tax reports, financial reporting to the Chairperson's Office, and tax-exempt reporting to regulatory parties.
- Tracks and reconciles all tribal tax-exempt purchases and sales of the enterprise and any other enterprises that sell tax-exempt fuel and/or tobacco per the LTBB Tax Agreement. Reports on tax-exempt sales to appropriate agencies, vendors, and LTBB departments.
- Assists enterprise management and Tribal CFO with the monitoring of compliance with internal control activities, proper reporting and sound business practices.
- Assists Tribal CFO to ensure compliance with tribal, local, state, and federal requirements and Generally Accepted Accounting Principles.
- Assists enterprise management and Tribal CFO by monitoring and maintaining appropriate cash levels.

- With the assistance of the Tribal CFO keeps abreast of Tribal government policies and procedures, current developments in accounting and auditing professions and changes in local, state, and federal laws, as applicable.
- Interacts with governmental auditors and assists independent auditors with interim and year-end audits, as appropriate.
- Other duties as assigned.

EDUCATION AND EXPERIENCE:

Three years of experience working in the accounting field as a bookkeeper and demonstrated knowledge of general ledger and financial reporting functions required. Three years of experience using Accounting Software at the bookkeeper level required. College 300-level accounting classes combined with years of experience working in accounting may be considered. Tribal governmental accounting principles and procedures experience preferred. High school diploma or G.E.D. required.

KNOWLEDGE, SKILLS AND ABILITIES:

Must be experienced in business financial management and accounting, especially in the areas of standard accounting concepts, Generally Accepted Accounting Principles (G.A.A.P.) and monitoring compliance with internal controls in a small business environment. Must be a self-starter, learn quickly and work well independently, in addition to being part of a team. Demonstrated ability to work utilizing a consistent exercise of discretion and independent judgment. Must be detail-oriented. Must be willing to take full responsibility for all aspects of the enterprises accounting cycle and be able to keep up with a rigorous workload. Must be able to work in a loud and distracting environment. Must have an excellent work history. Some local travel to enterprise locations is necessary. As part of the interview process, candidates must demonstrate their knowledge related to enterprise accounting; a skills test will apply.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess a valid Michigan driver's license, reliable transportation and be insurable for duration of employment.

COMMENTS: Indian preference will apply. Position is contingent upon passing a thorough background check, including financial.