

GREAT LAKES INDIAN FISH & WILDLIFE COMMISSION

P. O. Box 9 • Odanah, WI 54861 • 715/682-6619 • FAX 715/682-9294



• MEMBER TRIBES •

MICHIGAN

Bay Mills Community
Keweenaw Bay Community
Lac Vieux Desert Band

WISCONSIN

Bad River Band
Lac Courte Oreilles Band
Lac du Flambeau Band

MINNESOTA

Fond du Lac Band
Mille Lacs Band

Red Cliff Band
St. Croix Chippewa
Sokaogon Chippewa

VACANCY ANNOUNCEMENT

POSITION: PROPERTY & PROCUREMENT OFFICER

SALARY: GS GRADE: 6 STEP 1 \$30,883

SUPERVISOR: REPORTS TO DEPUTY ADMINISTRATOR

LOCATION: GREAT LAKES INDIAN FISH & WILDLIFE COMMISSION
ODANAH, WISCONSIN

Posting Date: September 3, 2016

Closing Date: September 17, 2016

Duties & Responsibilities:

Manage all GLIFWC property using MIP Fixed Asset Module and Fixed Asset - Tracking module tailored for Fixed Asset Accounting, thereby specifically addressing auditor's recommendations. Entering all additions, deletions or transfers in a data base - data base for all vehicles - tracking/tagging capital/sensitive property - communicate changes to insurance company - keeping coverage accurate maintaining/filing of fixed asset records - handle insurance (proof of insurance, etc.) process insurance/GSA reports for incidents - report to BIA on additions/deletions as required - calculate yearly depreciation for annual audit - perform physical inventory every 2 years as required. Other duties include processing travel for employees - cross train on other modules - payroll - electronic requisitions - bank deposits, etc.

Qualifications:

Degree in Accounting - Experience with Accounting Systems - Knowledge of Federal Grants - Knowledge of Spread Sheets - Good Communication Skills.

This position has been classified as 50% tax exempt to qualified individuals under IRS Code 7873.

Native American Preference will apply consistent with GLIFWC policies and ISDEAA PL 93-638.

SUBMIT RESUME/APPLICATION TO:

Gerald F. DePerry
Deputy Administrator
P.O.Box9
Odanah, WI 54861
Telephone: 715/682-6619 ext 2140