



Pride of the Ojibwe
13394 W Trepania Road
Hayward • Wisconsin • 54843
Phone (715) 634-8934 • Fax (715) 634-4797 • HR Fax (715) 699-1209

*****Job Description*****

Compliance Specialist
(on-the-job training will be provided)

Posting Date: February 22, 2024
Closing Date: Open Until Filled
Position: Compliance Specialist
Salary: DOQ

Qualifications:

- Mature Adult. Tribal Preference Applies.
- Bachelor's Degree in Accounting preferred; or
- Associate Degree in Accounting or Business Administration, with two (2) years' experience in accounting or bookkeeping; or
- Five years' experience in accounting, bookkeeping, or business administration.
- Must be extremely professional, dependable, and courteous, and self-assertive.
- Effective written and oral communication skills required.
- Must have strong computer skills.
- Must adhere to strict confidentiality in all matters. Will be required to sign a Confidentiality Statement upon hire,
- Must be able to work cooperatively in a team-oriented environment,
- Must be extremely accurate and detail oriented.
- Possess a valid Driver License, personal vehicle insurance, and reliable transportation.
- Must be willing and able to travel.
- Must pass background check.
- Must be able to pass pre-employment drug screen.

Duties and Responsibilities:

- Maintain all federal, state, and local contracts and grants, including draw requests and renewals and be responsible for the review and submission of contract and grant modifications with program directors, as assigned by the Compliance Manager.
- Responsible for reporting federal/financial/SF 425 reporting.
- Assist program directors with budgets based on award specifications.
- Assist program directors in meeting compliance objectives such as reports submissions and appropriate expenditures according to contract and grant deliverables.
- Review Accounts Payables, Travel and Requisitions for line item budget balances and proper account codes.
- Assist program directors with close-outs methodologies as well as acting as an ombudsman to contract and grant entities.
- Perform other duties as assigned.

Application Procedure:

Submit **completed LCO Employment Application including Release and Authorization Form** (available upon request or on the Tribe's website) along with a **cover letter, resume** and at least **three (3) letters of reference**, and any other supportive documents. Resume should be typewritten, indicating personal information related to the position for which applicant is applying for and should include education, experience, professional and/or community involvement. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

MAIL, FAX OR EMAIL ALL INFORMATION TO:

Lac Courte Oreilles Tribal Government

ATTN: Human Resources Dept

13394 W. Trepania Road

Hayward, WI 54843

Fax (715) 634-4797

HR Fax (715) 699-1209

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***Tribal preference will apply to qualified applicants in accordance with the
Lac Courte Oreilles Policies & Procedures Manual.***