



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 Announcement*****

Compliance Specialist

Position: Compliance Specialist
Posting Date: September 12, 2022
Closing Date: Open Until Filled
Wage/Salary: Negotiable (D.O.Q.)
Location: LCO Tribal Administration Building
Supervisor: Compliance Manager

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.

**LCO Tribal Government
Human Resource Dept
Compliance Specialist**

- 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**. **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
doreen.debrot@lco-nsn.gov
caroline.yellowthunder@lco-nsn.gov**

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