



Pride of the Ojibwe

13394 W Trepania Road
Hayward • Wisconsin • 54843

Phone (715) 634-8934 • Fax (715) 634-4797 • HR Fax (715) 699-1209

Position Description

Compliance Specialist – Trainee

POSTING DATE: May 26, 2026
CLOSING DATE: Open Until Filled
SALARY: DOQ - starting range \$41,400 to \$50,000 Annually
With potential increases for Certification Achievements
LOCATION: LCO Tribal Administration Building
REPORTS TO: Compliance Manager
DEPARTMENT: Compliance Department

Position Summary and Duties:

The Compliance Specialist Trainee is an entry-level professional position reporting to the Compliance Manager. Under direct supervision, the Trainee will develop expertise in grant management and federal/state/local compliance. Responsibilities include, but are not limited to the following:

- Maintain accurate and up-to-date files for all federal, state, and local contracts and grants, ensuring records are organized and audit ready.
- Review renewal applications, budgets, draw-requests, and budget modifications to ensure compliance with current Indirect Cost rates, allowable charges and collection requirements.
- Regularly review Revenue and Expenditure Reports to monitor grant spending, identify discrepancies, and support timely reporting to funding agencies,
- Prepare financial reports and supporting data as required to ensure compliance with funding agency rules, regulations, and reporting timelines,

**LCO Tribal Government
Human Resource Dept
Comp Spec – Trainee**

- Review and process daily transactions in MICROIX, including Accounts Payable, Travel Requisitions, and Purchase Requisitions, to ensure compliance with grant requirements; Full training in MICROIX software will be provided,
- Provide technical assistance to Program Directors and their financial staff on budget development, ensuring expenditures align with approved Award expense categories,
- Complete all required grant certification training courses within the timeframes specified by each Grant Award Condition,
- Perform other assigned duties in support of the Compliance Department’s mission and operational needs,
- Receive cross-training in all functional areas of Grant Management Compliance to develop comprehensive program and fiscal knowledge.

Minimum Qualifications:

- Mature Adult. Tribal Preference Applies.
- Valid Driver’s License and reliable transportation.
- Must be willing and able to travel within Wisconsin and to other states as required by grant award conditions and/or to obtain grant management certifications,
- Must possess a solid understanding of accounting principles with demonstrated experience in bookkeeping, accounting, or a closely related financial field.
- Proficiency in Microsoft Office Suite required, with strong Excel skills including data entry, formula use, and spreadsheet management.
- Must adhere to strict confidentiality in all matters. Will be required to sign a Confidentiality Statement upon hiring.
- Must be able to work cooperatively and effectively in a team-oriented environment,
- Must adhere to the Tribe’s Personnel Policies and Procedures, including applicable fiscal policies.
- Must successfully pass a background check and all pre-employment screening requirements.

**** ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED ****

Application Procedure & Requirements:

1. Complete LCO Employment Application, including Release & Authorization Form
2. Cover Letter of Interest
3. Resume
4. (3) Three letters of Referral (Recommendations)
5. Other supportive documents
6. Tribal Member applicants must provide a signed official document from a Federally recognized Tribe acknowledging enrollment.

MAIL, FAX OR EMAIL ALL DOCUMENTATION TO:

Lac Courte Oreilles Tribal Government

ATTN: Human Resource Department

13394 W Trepania Road

Hayward, WI 54843

HR Fax (715) 699-1209

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