LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS
HUMAN RESOURCES
P.O. Box 129, N5384 US 45 Watersmeet, MI 49969
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Posted: November 3, 2026 Deadline: November 17, 2026

JOB DESCRIPTION

POSITION: **Tribal Fiscal Administrator**

DEPARTMENT: **Finance/Accounting/Grants Management**

LOCATION: **Tribal Administration**

SUPERVISOR: **Finance Director/CFO**

EMPLOYMENT: **Full-Time**

SALARY/PAY RATE: **TBD-Based on Experience and Qualifications**

DESCRIPTION:

The Fiscal Administrator will ensure accurate, compliant financial accounting and reporting for Tribal Government operations, with a specific focus on grants and funding agreements, including federal programs such as the Climate Pollution Reduction Grant (CPRG). This role combines core accounting responsibilities (general ledger, reconciliations, financial statements) with specialized grant reporting, compliance, drawdown, and reimbursement reporting duties to tribal, federal, state, and private funding agencies. The position supports fiscal integrity, environmental data compliance, and timely, audit-ready reporting.

Essential Duties and Responsibilities:

General Accounting Functions

- Maintain and update general ledger accounts, ensuring appropriate grant coding and accuracy.
- Prepare and post journal entries, accruals, adjusting entries, and monthly close activities.
- Reconcile subsidiary ledgers and grant-specific balance sheet accounts.
- Support accounts payable and receivable processing as it relates to grant funding.

- Support payroll allocations as they relate to grant funding.

Grant Financial Monitoring & Reporting

- Monitor grant-funded budgets, expenditures, and cash activity; ensure compliance with award terms and funding agency regulations.
- Interpret and apply federal Uniform Guidance (2 CFR Part 200) and other applicable regulations.
- Prepare, submit, and track monthly, quarterly, and annual financial reports, reimbursement requests, and drawdowns to the appropriate agencies.
- Maintain audit-ready grant files — including budgets, drawdowns, reports, amendments, and supporting documentation.
- Develop and maintain compliance checklists, tracking tools, and monitoring schedules.
- Analyze grant expenditures for allowability, documentation, and compliance with Uniform Guidance and award conditions.

Compliance & Internal Controls

- Ensure grant expenditures and financial practices comply with GAAP, Tribal policy, and grant terms.
- Review procurement and travel transactions charged to grants for compliance with federal procurement standards.
- Assist in time and effort reporting processes when required by grants.
- Implement internal controls to ensure compliance with CPRG-specific requirements, including environmental data integrity and Justice40 objectives.

Program-Specific Compliance (CPRG and Similar Grants)

- Ensure adherence to EPA-approved budgets and work plans.
- Monitor compliance with environmental quality assurance requirements, including Quality Assurance Project Plans (QAPPs) for data collection.
- Track and document benefits to disadvantaged communities in alignment with Justice40 and Tribal equity goals.
- Maintain readiness for Single Audit testing and ensure corrective actions for any findings.

Audit & Fiscal Support

- Serve as a key resource for internal and external audits; prepare schedules, respond to auditor requests, and provide supporting documentation.
- Assist with SEFA (Schedule of Expenditures of Federal Awards) preparation and year-end close support.

Cross Departmental Coordination

- Collaborate with Tribal departments, program managers, and finance staff on grant budgets, reporting calendars, and compliance issues.
- Provide guidance or training on financial processes and reporting expectations as needed.

Other Duties

- Participate in improvement of accounting systems, internal controls, and policies related to grant reporting.
- Perform additional duties as assigned.

Minimum Qualifications

Education & Experience

- Bachelor's degree in Accounting, Finance, Business Administration, or related field preferred; or equivalent combination of education and experience.
- 1-3+ years of experience in accounting with emphasis on government finances and grant reporting/accounting experience.
- Experience in Tribal government accounting or nonprofit/governmental fund accounting preferred.

Knowledge, Skills & Abilities

- Strong knowledge of GAAP, fund accounting, and financial reporting standards.
- Experience preparing timely grant financial reports and reimbursement drawdowns.
- Familiarity with federal award compliance requirements (e.g., OMB Uniform Guidance, EPA CPRG requirements).
- Proficiency with accounting and financial reporting systems (e.g., Sage INTACCT, or similar).
- Advanced Excel skills and strong analytical ability.
- Excellent written and verbal communication.
- Attention to detail and ability to manage multiple reporting deadlines.

Preferred Qualifications

- Experience with Tribal government accounting systems and reporting requirements.
- Knowledge of CPRG compliance areas, including environmental data QA/QC, Justice40, and EPA reporting protocols.
- Certifications such as CPA, CGFM, or related preferred.

Working Conditions

- Office environment during normal business hours.
- Occasional extended hours may be required for reporting deadlines or audit support.

Tribal Preference & Cultural Considerations

- Tribal preference in hiring may apply pursuant to Tribal policies.
- Respect for Tribal culture, traditions, sovereignty, and community engagement is essential.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.

Date Approved by the Tribal Council: 01/14/2026

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