



## Red Cliff Business Development Corporation Job Posting

### ACCOUNTANT

**POSTED:** 09/27/2021  
**DEADLINE:** 10/08/2021  
**POSITION:** Accountant  
**ORGANIZATION:** Red Cliff Business Development Corporation (RCBDC)  
**LOCATION:** Red Cliff Indian Reservation  
**SALARY:** Negotiable based on qualifications and experience.  
**BENEFITS:** Limited  
**CLASSIFICATION:** Exempt  
**SUPERVISOR(S):** Red Cliff Business Development Corporation Executive Director

**JOB SUMMARY:** Responsible for all operations held by the RCBDC for overall financial operations and reporting.

#### **ACCOUNTANT JOB RESPONSIBILITIES:**

- Provides financial information to management by researching and analyzing accounting data; preparing reports and budgets.
- Must be willing to take responsibility for the preparation of accurate financial statements.
- Monitoring the financial management and accounting practices of business entities operating within RCBDC structure.
- Planning, coordinating, and preparing for year-end audits; developing responses to audit recommendations in a timely manner.
- Developing and fostering relationships with banking and lending institutions, investment managers, insurers and the tribal government financial community by performing the above stated duties.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by establishing policies and procedures.
- Guides accounting clerical staff by coordinating work flow and efficiency and answering questions.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing database backups.
- Maintains financial security by following internal controls.
- Prepares payments by verifying documentation, and requesting disbursements.
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations.

- Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
- Prepares special financial reports by collecting, analyzing, and summarizing account information.
- Maintains customer confidence and protects operations by keeping financial information confidential.
- Performing related work pursuant to the duties and responsibilities stated above in conjunction with the philosophy, mission and goals of the Red Cliff Business Development Corporation.
- The omission of specific statements does not preclude the Board from assigning specific duties not listed if such duties are logical to the position.

#### **KNOWLEDGE:**

- Solid accounting background and familiarity with financial reporting for overall operations for board of directors, tribal government and auditing.
- Knowledge and working experience of QuickBooks.
- Tribal government jurisdiction.

#### **QUALIFICATIONS:**

- Bachelor's Degree in accounting or related field required, CPA preferred. (Associate degree and two or more years of experience may be combined to meet the education requirements.)
- Two to five years of experience in business mid-management or above, with operational oversight of multiple budgets or profitable business ownership.
- Strong communication skills- ability to report financial activity to management and RCBDC Board of Directors.
- Working knowledge and experience developing budgets more than several million dollars and utilizing cost control techniques.
- Experience with payroll including employer/employee tax payments and other employer/employee payroll deductions/liabilities.
- Background working with contracts.
- Strong budgeting skills.
- Must be familiar with accounting, management and office software systems.
- Knowledge of Native American culture, Tribal Governmental operations.
- Must have above average English writing, oral, presentation and communication skills.
- Highly proficient skills with computers, Microsoft software programs, internet, mobile technology, point of sale, inventory management techniques, and other office equipment.
- Must have a valid driver's license, vehicle and appropriate vehicle coverage and maintain driver's eligibility as a condition of employment.
- Position subject to pre-employment drug screening and criminal history background check.

**PHYSICAL REQUIREMENTS:** Primarily office position that may require bending, lifting and reaching. Ability to work in an office setting and with computers. May need to lift up to 25 pounds.

**TRAVEL REQUIREMENTS:** This position may be required to attend training and meetings both in state and out of state. Some out-of-state and overnight travel may be required.

**ABOUT THE RED CLIFF BUSINESS DEVELOPMENT CORPORATION:** The Red Cliff Business Development Corporation (BDC) is a wholly owned Limited Liability Company by the Red Cliff Band of Lake Superior Chippewa Indians, a federally recognized Indian Tribe. The BDC's primary purpose is to seek out opportunities for creating revenue for the Tribe's general fund; create employment opportunities for the tribal community and utilizing local, regional, statewide, and national strategic relationships in accomplishing all objectives to the fullest potential. The BDC governing body is a seven (7) member board of directors, with majority being of Red Cliff tribal membership and one ex-officio position held by the Red Cliff Tribal Council Treasurer role.

*Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.*

**APPLICATION SUBMITTAL REQUIREMENTS:**

**The following items are required for this position:**

1. Cover Letter and Resume
2. Completed Tribal Application, to include work history and references; available on the Red Cliff Band of Lake Superior Chippewa Indians tribal website <https://www.redcliff-nsn.gov>. Click on the tab called "How Do I", then click on "Apply for" and then go to "Employment".

**FOR FURTHER INFORMATION:**

Please email:

[Vickie.ackley@redcliffbdc.com](mailto:Vickie.ackley@redcliffbdc.com)

Executive Director

Red Cliff Business Development Corporation