

Bay Mills Indian Community
Brimley, Michigan 49715
**Grand Traverse Band
of Ottawa & Chippewa Indians**
Suttons Bay, Michigan 49682
Hannahville Indian Community
Wilson, Michigan 49896
**Saginaw Chippewa
Indian Tribe**
Mt. Pleasant, Michigan 48858
**Little Traverse Bay
Bands of Odawa Indians**
Harbor Springs, Michigan 49740
**Nottawaseppi Huron
Band of The Potawatomi**
Fulton, Michigan 49502



Keweenaw Bay Indian Community
Baraga, Michigan 49908
**Lac Vieux Desert Band
of Lake Superior Chippewa**
Watersmeet, Michigan 49969
**Sault Ste. Marie
Tribe of Chippewa Indians**
Sault Ste. Marie, Michigan 49783
Pokagon Band of Potawatomi Indians
Dowagiac, Michigan 49047
**Match-E-Be-Nash-She-Wish
(Gun Lake Tribe)**
Dorr, Michigan 49323
**Little River Band
of Ottawa Indians**
Manistee, Michigan 49660

ITC is an equal opportunity provider, and employer.

2956 Ashmun Street, Suite A, Sault Ste. Marie, Michigan 49783
Phone: (906) 632-6896 Main Fax: 906-632-1810

NOTIFICATION OF JOB OPENING

Open/Closed Competitive

Job Title: Accounting Manager (full-time permanent)
Department: Administration
Location: ITC Central Office, 2956 Ashmun Street, Sault Ste. Marie, MI 49783

The Inter-Tribal Council of Michigan, Inc. (ITC) is a state chartered 501 C3 non-profit organization consisting of twelve federally recognized Indian Tribes in Michigan. Full-time permanent positions receive group term life insurance, short and long-term disability insurance, health insurance (BCBS) and a 401(K) Retirement plan. ITC also provides paid leave each year for 14 holidays, 3 personal days, minimum of 13 days vacation and 13 days sick for eligible employees/programs. Please visit our website at www.itcmi.org Equal Opportunity Employer.

Job Summary:

Directs or performs the Accounting functions according to established policies and procedures – such as recording disbursements, general accounting, expenses, tax programs, payroll functions and record management. Apply principals of accounting to analyze records of operations, trends and costs, estimated and realized revenues, administrative commitments and obligations incurred. Prepare annual Indirect Cost Proposal. Provide technical assistance to staff on budget monitoring and problem resolution. Compose and maintain individual employee payroll and insurance records, i.e. health, life, disability, and 401k. Prepare all payroll, tax and other required reports.

Job Specifications:

Experience in fund accounting and administering payroll preferred. CPA preferred. Knowledge in preparing all related state and federal tax reports helpful. Excellent communication and interpersonal skills required. Preference given to qualified Native Americans.

Send resume, transcripts, and verification of Native American status (if claiming preference) to:

Inter-Tribal Council
ATTN: Kim Nystrom
2956 Ashmun Street Suite A
Sault Ste. Marie, MI 49783

Phone: 906-632-6896 x 114
Fax: 906-632-1810
Email: knystrom@itcmi.org

Date Posted: 07/13/2020

Closing Date: Open until filled:
first interviews will begin 07/27/2020
