



Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

COMPTROLLER

Position Description

Opens: September 29, 2025

Closes: October 28, 2025

Department:	Accounting	Reports to (title):	Chief Financial Officer
Job Code:	EX-17	Job Location:	Bois Forte Tribal Government-Nett Lake, MN
Pay Range:	Min: \$83,387.20 (\$40.09) Mid: \$111,176.00 (\$53.45) Max: \$138,985.60 (\$66.82)	Supervises:	Program Accounting Manager Accounting Manager Contract/Procurement Manager
Hours/week:	40	Classification:	Exempt
Type of Position:	Full-Time	Effective Date:	10/01/2025
Indian Child Protection Background:	No	Revised Date:	10/01/2025
Telework:	20% after 90 days		

PERFORMANCE EXPECTATIONS

In the performance of their respective tasks and duties, all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

Under the direction of the Chief Financial Officer, the Comptroller supervises assigned staff, performs professional accounting and fiscal analysis in the review and preparation, maintenance, and verification of the Tribe’s fiscal and accounting records. Communicates with Tribal directors and staff regarding fiscal and compliance matters.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Review monthly general ledgers, reconciliation and review financial reports for accuracy, evaluate and investigate unusual discrepancies, and suggest adjusting journal entries, as necessary.
2. Maintain daily accountability for all Band assets and financial transactions of the band.
3. Supervise maintenance of the Tribe’s chart of accounts; ensure correct and accurate accounting classification of all income and expenses.
4. Implement policies and procedures to determine what allocations of costs are reasonable, in accordance with the provision of applicable Tribal/Federal/State cost principles.
5. Participate with the Tribal administration in the development of short and long-term financial policies and procedures, objectives, and plans, and oversee the implementation of changes in the Accounting Department.
6. Initiate, review, and implement internal controls, policies, and procedures for assigned areas of responsibility.
7. Oversee timely bank reconciliations, maintain relationship with Financial Institutions and address issues related to bank accounts. Such as forgeries, discrepancies and stop payments.

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8. Document, review, and maintain departmental procedures and policies to assure consistency and provide training to accounting staff members.
9. Communicate with program directors and other staff regarding the timelines, accuracy, and implications of financial records and data including the coordination with program directors and senior management for timely accurate budgets.
10. Provide monthly financial reporting to Tribal Council as required of all program directors, and in accordance with personnel policies.
11. Plan, direct, coordinate and review the work plan for Accounting Managers; assign work activities; meet with staff to identify and resolve problems.
12. Supervise a variety of personnel actions to include, but not limited to, hiring, performance evaluations, promotions, transfers, and leave requests.
13. Assist with annual audit with external auditors, uploading requested documents, preparing required schedules, and managing timely completion of audit.
14. Co-Lead on new Enterprise Resource Planning (ERP) system to Tyler Technologies.
15. Train program managers in software as needed.
16. As an employee of the Bois Forte Reservation, will follow the Bois Forte Procurement Policy and any other applicable procurement requirements when obtaining goods and/or services for the Bois Forte Band of Chippewa.
17. Perform other related duties as required.

MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none">• Five to seven (5- 7) years of experience in Accounting or Finance.• Two to three (2-3) years of financial statement preparation.• Two to three (2-3) years of experience working in audits as an auditor or an auditee. |
| Education: | <ul style="list-style-type: none">• Bachelor's degree in accounting or finance. |
| License/Certification: | <ul style="list-style-type: none">• None. |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Program administration and management experience showing responsibility for planning, organizing, evaluating, and exercising the leadership qualities necessary to direct a complex healthcare delivery system or program.• Knowledge of governmental accounting principles, theories, and practices; auditing principles and methods; administration of fiscal affairs; working with financial institutions and investment firms, pertinent Federal, State, and local laws, codes, and regulations; computer software specific to the department; preparation/review of financial statements in accordance with Generally Accepted Accounting.• Principles; principles of supervision, training, and performance evaluation; budget development and control; thorough internal control practices and procedures; principles of revenue collection and monitoring, financial auditing, financial record-keeping, and reporting.• Ability to oversee and participate in the management of a comprehensive, integrated accounting program; perform specialized accounting assignments; perform account reconciliations and financial statement analysis; understand the organization and operation of the Tribe and of outside agencies; plan, organize, and supervise assigned areas of responsibility; select, supervise, and evaluate the performance of assigned staff; exercise flexibility; organize and prioritize work in order to meet timelines and deadlines; analyze situations, make sound recommendations, and project consequences of proposed actions; monitor and verify the accuracy of fiscal records and reports; make mathematical calculations quickly and accurately; analyze, develop, modify, and document departmental procedures and practices in accordance with sound internal controls; write clear, concise and accurate fiscal accounting records and narrative reports; communicate orally in a clear, concise manner; establish, maintain, and foster effective working relationships with those contacted in the course of work. |

Position Description

- Essential workstation operation (turning on/off, knowledge of crucial functions and components) and general office equipment. Use/storage/maintenance of multiple usernames and passwords—computer-related problem-solving skills through available training and help desk.
- Knowledge of internet programs such as Word, Excel, Access, PowerPoint, and appropriate software for storing electronic files.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

PREFERRED QUALIFICATIONS

- Master's in Accountancy, Finance or Business Administration.
- CPA License.
- Experience working in Governmental Organizations, preferably a Tribal Government.

WORK ENVIRONMENT

- Work environment: The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time. This position may be exposed to certain health risks that are inherent when working within a health center facility, such as potential exposure to hazardous chemicals, sharps, and infectious body fluids.
- Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.
- Mental demands: There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

OTHER

- Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.
- Background Investigation: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.

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Drug Screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at www.boisforte.com/employment to complete an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-6781, hrgeneralist@boisforte-nsn.gov Applications received after the closing date will not be accepted.