Bois Forte Band of Chippewa

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

# RESOURCE ADVISOR

*Position Description*

| **Opens: October 22, 2026<br>Closes: October 28, 2026** | | | |
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| **Department:** | Health & Human Services | **Reports to (title):** | Health and Humans Services Director |
| **Job Code:** | N-9<br>N-10<br>N-11 | **Job Location:** | Bois Forte Health Services- Virginia (Primary 75%), Nett Lake and Vermilion, MN |
| **Pay Range:** | Min: $17.01 Mid: $21.26 Max: $25.52<br>Min: $18.03 Mid: $22.54 Max: $27.04<br>Min: $19.11 Mid: $23.89 Max: $28.67 | **Supervises:** | None |
| **Hours/week:** | 40 | **Classification:** | Non-Exempt |
| **Type of Position:** | Full-Time | **Effective Date:** | 10/06/2026 |
| **Indian Child Protection Background:** | No | **Revised Date:** | 10/06/2026 |
| **Telecommute:** | No | | |

## PERFORMANCE EXPECTATIONS

In 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

The Resource Advisor serves as a key financial and administrative resource for the Health & Human Services Department. This position is responsible for coordinating departmental accounting activities, monitoring budgets and grant expenditures, supporting accounts payable and accounts receivable functions, reconciling financial records, preparing financial reports, maintaining compliance with grant and funding requirements, and providing operational support to a department serving approximately 100 employees. The position works closely with department leadership, program managers, and finance to ensure accurate financial management, reporting, and accountability.

## ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Schedule and coordinate administrative support activities.
2. Utilize types of software (accounting programs, Docusign, spreadsheets, graphics, etc.) to process and produce documents, which require complex formats in support of the office functions.
3. Set up and maintain grant and contract files for BF HHS contracts and programs, and monitors for compliance with all requirements.

4. Monitor program cash balances for preparation and submission of cash requests to funding agencies as required.
5. Input and maintain budget information in the accounting system.
6. Prepare monthly bank reconciliations in a timely manner for BF HHS Accounts.
7. Transmit and receive various information via electronic mail messages. Ensure proper clearance is obtained and print hard copies and/or routes to appropriate employees.
8. Assist Management to meet objectives and obligations of the department necessary to maintain and improve the level or quality of service provided by the organization.
9. Manage incoming mail by documenting, date stamping, and distributing to the appropriate staff.
10. Prepare, review, and process accounts payable invoices and payment requests.
11. Monitor and track departmental expenditures against approved budgets.
12. Assist with accounts receivable tracking, deposits, and revenue reconciliation.
13. Prepare monthly budget-to-actual expenditure reports for department managers.
14. Conduct monthly reconciliation of multiple program accounts, grants, and bank statements.
15. Review expenditures for allowability and compliance with grant and funding requirements.
16. Assist with annual budget development and budget modification requests.
17. Maintain accurate financial records and supporting documentation for audits and program reviews.
18. Coordinate with the Finance Department to resolve accounting discrepancies and reporting issues.
19. Prepare journal entry documentation and supporting schedules as needed.
20. Track encumbrances, purchase orders, contracts, and vendor payments.
21. Monitor cash flow requirements for grants and prepare reimbursement or drawdown requests.
22. Assist with preparation for annual financial audits and programmatic monitoring visits.
23. Receive telephone calls and visitors, and coordinates responses. Schedule appointments with response for information concerning Bois Forte functions; assumes responsibility for ensuring that requests for action or information are made known to the delegated personnel who can satisfy the request; acts upon required actions and apprises others of the status, as appropriate.
24. Receive, review, and distribute correspondence to the appropriate departments or managers for action and/or response.
25. Ensure timely action by securing and assembling reports or information, as requested or required by others.
26. Schedule, coordinate, and arrange meetings, including making reservations for meeting rooms, scheduling participants, and notifying staff; maintains meeting minutes and prepares agendas.
27. May be asked to monitor schedules and maintain the calendar of a member of the Management team.
28. Organize/create and maintain files, records, manuals, policies and procedures, and other documents.
29. Track grant budgets, expenditures, reporting deadlines, and matching requirements.
30. Prepare financial reports required by federal, state, tribal, and other funding agencies.
31. Monitor grant spending to ensure funds are expended within approved budget categories.
32. Maintain financial compliance documentation for all HHS-funded programs.
33. Provide financial guidance and support to program managers regarding budget status and purchasing procedures.
34. Maintain employee roster, organizational charts, and position control tracking.
35. Assist with onboarding documentation, personnel action tracking, and payroll-related administrative processes.
36. Generate and analyze spreadsheets and financial reports utilizing advanced Excel functions.
37. 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.
38. Perform other duties as assigned, specifically to the assigned department.

## MINIMUM MANDATORY QUALIFICATIONS

Experience Mandatory:

**GRADE I**

- Four (4) years of progressively responsible administrative, accounting, bookkeeping, finance, or grant management experience.

**GRADE II**

- Two (2) years of progressively responsible administrative, accounting, bookkeeping, finance, or grant management experience.

**GRADE III**

- One (1) year of progressively responsible administrative, accounting, bookkeeping, finance, or grant management experience.

Education:

**GRADE I**

- High school diploma or GED equivalent.

**GRADE II**

- Associate's degree in business administration or related field In lieu of education three (3) additional years of related experience.

**Grade III**

- Bachelor's degree in business administration or a related field. In lieu of education five (5) additional years of experience in a related field.

License/Certification:

- None.

Mandatory Knowledge, Skills, Abilities and Other Qualifications:

- Excellent communication skills, both verbal and written are required.
- Excellent customer service skills.
- Ability to multi- task.
- Able to effectively communicate with the public, visitors, and other delegates.
- Ability to type 40 wpm with 80% accuracy.
- Ability to perform other duties as assigned.
- Ability to analyze financial transactions and identify discrepancies.
- Ability to maintain strict confidentiality regarding employee, client, and financial information.
- Ability to interpret and apply grant and contract requirements.
- Ability to learn governmental, tribal, nonprofit, or fund accounting principles.
- Ability to learn budgeting, grants management, and financial reporting.
- The ability to write reports, business correspondence, and procedure manuals.
- The ability to effectively present information and respond to questions.
- The ability to calculate figures and amounts such as discounts, interest, proportions, percentages, etc.
- The ability to work independently within established policies, procedures, and schedules.
- Incumbent may be required to workday, evening or holiday shifts.
- Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment.
- Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.
- Knowledge of audit preparation and records retention requirements.
- Knowledge of how to perform basic math and algebraic skills, as well as the ability to compute rate, ratio, and percent.
- Experience with accounting and enterprise financial management systems.
- Problem-solving skills involving concrete variables in standardized situations and the ability to make decisions that are varied and, in many cases, there is no precedent to draw upon.
- Advanced proficiency in Microsoft Excel, including formulas, pivot tables, and financial reporting tools.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

## PREFERRED QUALIFICATIONS

- Experience in healthcare, government, tribal, nonprofit, or human services environments.
- Experience working with budgets, financial reporting, accounts payable, accounts receivable, or grant administration.

## WORK ENVIRONMENT

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| 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. |
| 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

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| 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. |
| 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.**