POSITION DESCRIPTION

POSITION: Assistant to CFO

DEPARTMENT: Accounting
GRADE: 10

REPORTS TO: Chief Financial Officer (CFO)
STATUS: Non-Exempt

POSITION SUMMARY:
This position will directly assist the CFO with day-to-day tasks to optimize the financial processes of the Bay Mills Indian Community (BMIC). This position will also assist the Controller, as needed.

ESSENTIAL FUNCTIONS:
1. Schedules appointments, maintains notes and lists of tasks, and otherwise relieves the CFO of clerical work and minor administrative tasks.
2. Answers calls, as needed, and assists the CFO with providing a response in a timely manner.
3. Greets visitors, ascertains nature of business, and coordinates visitors to the appropriate person.
4. Attends monthly grant financial meetings with the CFO & Grants Management to take notes on the current financial position for all the grant & contract programs.
5. Assists the CFO, Controller, and Grants Management with follow-up on all grant and contract notes/paperwork to ensure managers take appropriate action, in a timely manner, from a financial perspective.
6. Assists with gathering fire program paperwork for reimbursement forms.
7. Assists the CFO with tax exempt forms, credit applications, grant funding applications, bank signature cards, credit card applications, office meeting agendas, notes, paper filing, and digital record keeping.
8. This position will attend a monthly meeting with medical center staff, with the CFO, to take notes as the group runs through the financials and identifies any action items.
9. Assists the CFO with coordinating and completing action items with the medical center staff, from a financial perspective.
10. Assists the Accounting department with requests from the auditors to ensure timely submission of the information, at the direction of the CFO and Controller.
11. May compile and type statistical reports, using Word, Excel, or other programs.
12. Some formatting and data entry into excel files, at the direction of the CFO.
13. Maintains organizational files and records. Assists the Accounting Secretary to organize the office file system, both paper and digital.
14. Assist the CFO and Controller with the creation of training related presentations/materials, as needed.

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15. Assists other accounting staff when necessary.
16. Other duties may be assigned within the scope and complexity of this position’s essential functions.
17. Must attend all mandatory trainings offered through the Human Resources Department and/or Department Director.

**PHYSICAL REQUIREMENTS:**
While performing the duties of this job, the employee is regularly required to sit with occasional walking and standing. Occasionally the employee must bend, squat, crouch, balance, climb height of 2ft, reach above shoulder level, kneel, and push/pull. The employee must occasionally lift and/or move up to 10 pounds. The employee must be able to use both hands for repetitive action such as firm grasping.

**POSITION REQUIREMENTS:**
1. High School Diploma or equivalent, required. College degree preferred.
2. Working knowledge of general office practice and accepted accounting principles.
3. Experience or ability/ desire to learn Accufund to pull financial information.
4. Strongly organized person with strong typing skills and excellent interpersonal skills.
5. Must possess a personable, customer service attitude along with organizational ability to handle multiple tasks simultaneously.
6. Excellent communication skills required.
7. Must have and excellent past work record.
8. To perform this position successfully, and individual must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this position description.

**PREFERENCE:** Preference will be given to those of Native American descent.

**CLOSING DATE:** September 29, 2021 (4:30pm)

**APPLY TO:** Send Resume and an Application to:

Erin Forrester; HR Generalist
Bay Mills Human Resources Department
12124 W. Lakeshore Drive
Brimley, MI 49715
(906) 248-8526

eforrester@baymills.org
Subject: Assistant to CFO

**Applications can be found on the Bay Mills website at www.baymills.org under the employment section**

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