Waadookodaading

Ojibwe Language Institute
8575N Trepania Road Hayward, WI 54843
715-634-8924, ext 1283
www.waadookodaading.org

Position: **Accounting Manager**
Supervised by: Waadookodaading Executive Director
Compensation: Dependent Upon Qualifications
Location: Waadookodaading Ojibwe Language Medium School
Administration: Title XIV Chapter 7 LCO Ojibwe School – Waadookodaading Personnel Policies and Procedures of the Lac Courte Oreilles Band of Lake Superior Chippewa Indians
Hours: 8:00 a.m. – 4:30 p.m. Monday – Friday, 52 weeks

Waadookodaading Ojibwe Language Institute seeks an Accounting Manager responsible for overseeing the financial health, accountability, and sustainability of the Waadookodaading Ojibwe Language Institute. This role manages all financial operations, including accounting systems, budgeting, contracts, and grants management, and is critical in supporting the Institute's mission of Ojibwe language revitalization and culturally grounded education. The candidate will work collaboratively with leadership, staff, community partners, and funding agencies to ensure financial practices align with organizational values, cultural priorities, and regulatory requirements. This position operates within a culturally grounded Indigenous educational environment dedicated to immersion-based language revitalization. Participation in community and cultural events may be expected.

Required Qualifications

1. Bachelor's degree in Accounting, Finance, Business Administration, or a minimum of 5 years of progressively responsible financial management experience, preferably in a nonprofit, tribal, educational, or grant-funded organization.
2. Demonstrated experience in:
    a. Accounting and financial reporting
    b. Budget development and management
    c. Contracts administration
    d. Grants management and compliance
3. Knowledge of federal grant regulations (e.g., Uniform Guidance/2 CFR 200) or comparable funding frameworks.
4. Strong organizational, analytical, and problem-solving skills.
5. Ability to maintain confidentiality and exercise sound judgment.
6. Familiarity with financial management systems and online grant reporting platforms.
7. Experience managing multi-source grant portfolios.
8. Demonstrated involvement in community cultural activities within a tribal community.

Performance Responsibilities

1. Develop and monitor annual and projected organizational budgets in collaboration with leadership.
2. Prepare monthly, quarterly, and annual financial reports for executive leadership and support long-term financial planning and sustainability strategies.
3. Ensure compliance with Generally Accepted Accounting Principles (GAAP) and applicable tribal, state, and federal regulations.
4. Maintain internal financial controls and risk management procedures.
5. Collaborate with LCO Ojibwe School Accounting Department to process accounting functions, including accounts payable, accounts receivable, payroll oversight, and general ledger management.
6. Oversee financial recordkeeping and reconciliation processes.
7. Ensure completion of annual audits and serve as primary liaison with external auditors.
8. Oversee financial administration of grants, cooperative agreements, and contracts and ensure compliance with funder requirements, including federal, state, tribal, and private funding sources.
9. Develop grant budgets in collaboration with program leadership.
10. Monitor grant expenditures and prepare financial reports for funders.
11. Support proposal development by providing financial projections and cost analyses.
12. Maintain documentation systems for contracts and grant compliance.
13. Participate in leadership meetings and strategic planning initiatives.
14. Perform other duties as assigned.

To apply, please submit an LCO School application, background check release, resume, working contact information for three references, and letter of interest to Lisa LaRonge, lisa.laronge@lcoosk12.org at the administrative offices located at the address listed above.