



**GUN LAKE**  
INVESTMENTS

<b>Title</b>	Accounting Intern
<b>Status</b>	Part-time (Temporary)
<b>Classification</b>	Non-exempt
<b>Direct Reports</b>	NA
<b>Reports To</b>	Senior Accounting Specialist
<b>Approved Date</b>	7/1/2020

Gun Lake Investments (“GLI”) is an Economic Development Corporation, wholly-owned by the Gun Lake Tribe. This forward-thinking entity invests in non-gaming opportunities that enhances the Tribal economy, as well as that of the broader community, while providing financial diversification for the Tribe. There is a focus on non-financial priorities, such as job creation and serving as a strong community partner, as well as generating financial returns, through developing a portfolio of both active and passive investments.

GLI is seeking a detail oriented and driven individual to perform a variety of accounting functions for GLI and its subsidiaries. The ideal candidate will have the capacity to perform existing day-to-day accounting functions while assisting the Senior Accounting Specialist in building a sustainable accounting infrastructure. This role will maintain the general ledger along with coding invoices, setting up new accounts and reconciling accounts. Assignments will encourage strong interpersonal skills and ability to work independently with minimal guidance/supervision.

**Tasks & Responsibilities:**

- Support accounting activities such as reconciliations and journal entries.
- Assist with account maintenance, monthly financial activities, and month-end close activities.
- Prepare a variety of routine and special accounting reports.
- Assist with accounts payable and accounts receivable.
- Identify opportunities to streamline processes and/or identify process barriers to improve overall efficiencies.

**Essential Qualifications:**

- High school diploma required.
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- Currently pursuing a Bachelor's in Business, Finance, Accounting, Economics or related fields.
- Familiarity with basic accounting principles or advanced accounting principles for Accounting roles.
- Proficient Microsoft Excel skills.
- Ability to develop positive relationships and effectively communicate with clients, vendors, subsidiaries, management and peers.
- Ability to problem solve, prioritize workload, and work with minimal supervision.
- Excellent organizational and time management skills.

**Preferred Qualifications:**

- Bachelor's Degree in Business, Finance, Accounting, Economics or related fields.
- Currently pursuing a Master's degree in Business, Finance, Accounting, Economics or related fields.

**Working Conditions & Physical Requirements:**

- Must be able and willing to work within both an office environment and within GLI's operating subsidiaries.
- Position requires bending, standing, walking and repetitive use of hands and arms the entire workday.
- Must have the ability to lift 10 pounds frequently and up to 50 pounds occasionally.
- Must have the ability to work 20-25 hours a week; additional hours may be needed during peak times.
- Must have reliable transportation.
- Must manage multiple projects at one time and handle frequent interruptions.
- This position is part-time, in a relaxed family atmosphere, business casual dress code and located downtown Grand Rapids.

**Native American Preference:**

GLI follows Native American Preference in accordance with Chapter 2, § 2 of the Gun Lake Labor and Employment Rights Ordinance. GLI will therefore give preference in employment decisions to those enrolled Gun Lake Tribal Citizens; spouses, parents, or grandparents of a Tribal Citizen; and enrolled citizens of another federally-recognized Indian tribe who meet the essential qualifications listed in this job description. If you meet one of these preference categories, please indicate so in your cover letter.

**Submittals:**

If you are a great fit for this team and are interested in discussing this opportunity further, please submit the following:

- Cover Letter
- Resume

Thank you in advance for your interest.  
Please submit materials to [info@gunlakeinvestments.com](mailto:info@gunlakeinvestments.com)