



GUN LAKE
INVESTMENTS

Position	Financial Analyst Internship
Status	20 to 40 hours/week
Salary	Commensurate with experience
Posted	May 22, 2018
Closes	Two Weeks
Other	Summer Internship: June-August

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.

Tasks & Responsibilities:

- Assist with the preparation of financial statements and annual budget.
- Financial modeling for potential investment opportunities.
- Able to manage large quantities of data in comprehensive way and demonstrate qualitative and quantitative analysis to management.
- Assist with various accounting functions including accounts payable and accounts receivable.

Pre-requisites:

- Three years of postsecondary education in Accounting, Finance, Economics, Business Administration, or a directly related field.
 - One or more years of successful experience directly related to tasks and responsibilities.
 - Experience with Microsoft Excel
 - Extensive knowledge of Microsoft Word and PowerPoint.
 - Excellent verbal and written communication; proven financial presentation skills.
 - Ability to problem solve and work with minimal supervision.
 - Professional appearance and demeanor.
 - Excellent organizational & time management skills.
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Native American Preference:

- GLI follows Native American Preference in accordance with Chapter 2, § 2 of the Gun Lake Labor and Employment Rights Ordinance.

Working Conditions and Physical Requirements:

- Must be able and willing to work within both an office environment and within GLI's operating subsidiaries.
- Must have the ability to work a minimum of 20 to 40 hours a week; periodic travel is required.
- Must have reliable transportation
- Must manage multiple projects at one time and handle frequent interruptions.

Submittals

If you are a great fit for this position 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 afalcon@gunlakeinvestments.com.
