



GUN LAKE
INVESTMENTS

Position	Accounting Assistant - Bookkeeper
Status	Full-time
Salary	Commensurate with experience
Posted	September 24 th , 2018
Closes	Until filled
Other	Broad based financial and bookkeeping responsibilities

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 Accounting Manager in building a sustainable accounting infrastructure. This position will be an integral component of GLI’s growth and strategic development and will be shaped by the persons strengths and aspirations. It will be necessary to immediately contribute to the organization; thus, candidates must have direct experience with the core functions of this position.

Tasks & Responsibilities:

- Responsible for tracking, recording and reconciling financial transactions in accordance with the Generally Accepted Accounting Principles (GAAP).
 - Perform various accounts payable and accounts receivable related functions for multiple subsidiaries.
 - Assist with the preparation of financial statements for multiple subsidiaries.
 - Assist with development of financial and operational processes and internal controls.
 - Organize and maintain accounting related records and contracts.
 - Follow-up on customer and vendor inquires and delinquent accounts.
 - Assist Accounting Manager with financial analyst, special projects, and Ad Hoc requests.
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Essential Qualifications:

- Associates or Bachelor's Degree in Accounting, Finance, Business Administration, or a directly related field preferred.
- Recognition equivalent in combination of education and successful experience directly related to tasks and responsibilities.
- Experience with QuickBooks Enterprise and Online or related accounting software.
- General knowledge of Microsoft Word and PowerPoint, as well as Google Docs.
- 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.
- Positive, team-oriented attitude is necessary in successfully working with a large variety of personalities.

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 a minimum of 40 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 full-time with growth opportunities, 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.

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.
