Pride of the Ojibwe
13394 W Trepania Road
Hayward · Wisconsin · 54843
Phone (715) 634-8934 · Fax (715) 634-4797 · HR Fax (715) 699-1209

Job Description

Compliance Specialist

(on-the-job training will be provided

Position: **Compliance Specialist**
Posting Date: **December 16, 2025**
Closing Date: **Open Until Filled**
Salary: **DOQ**

Qualifications:

- Mature Adult. Tribal Preference Applies.
- Bachelor's Degree in Accounting preferred; or
- Associate Degree in Accounting or Business Administration, with two (2) years' experience in accounting or bookkeeping; or
- Five years' experience in accounting, bookkeeping, or business administration.
- Must be extremely professional, dependable, and courteous, and self-assertive.
- Effective written and oral communication skills required.
- Must have strong computer skills.
- Must adhere to strict confidentiality in all matters. Will be required to sign a Confidentiality Statement upon hire,
- Must be able to work cooperatively in a team-oriented environment,
- Must be extremely accurate and detail oriented.
- Possess a valid Driver License, personal vehicle insurance, and reliable transportation.
- Must be willing and able to travel.
- Must pass background check.
- Must be able to pass pre-employment drug screen.

Duties and Responsibilities:

- Maintain all federal, state, and local contracts and grants, including draw requests and renewals and be responsible for the review and submission of contract and grant modifications with program directors, as assigned by the Compliance Manager.
- Responsible for reporting federal/financial/SF 425 reporting.
- Assist program directors with budgets based on award specifications.
- Assist program directors in meeting compliance objectives such as reports submissions and appropriate expenditures according to contract and grant deliverables.
- Review Accounts Payables, Travel and Requisitions for line item budget balances and proper account codes.
- Assist program directors with close-outs methodologies as well as acting as an ombudsman to contract and grant entities.
- Perform other duties as assigned.

Application Procedure & Requirements:

1. **Complete LCO Employment Application, including Release & Authorization Form**
2. **Cover Letter of Interest**
3. **Resume**
4. **Other supportive documents**
5. **Tribal Member applicants must provide a signed official document from a Federally recognized Tribe acknowledging enrollment.**

MAIL, FAX OR EMAIL ALL DOCUMENTATION TO:
Lac Courte Oreilles Tribal Government
ATTN: Human Resource Department
13394 W Trepania Road
Hayward, WI 54843
HR Fax (715) 699-1209
doreen.debrot@lco-nsn.gov
caroline.yellowthunder@lco-nsn.gov
marilyn.isham@lco-nsn.gov

Tribal preference will apply to qualified applicants in accordance with the Lac Courte Oreilles Policies and Procedures Manual.