



**Wisconsin Native Loan Fund, Inc.
Position Description**

Position:	Grant Administrator / Accounting Staff
Reports to:	Controller
Hourly:	\$26.00-32.00 per hour
Status:	Full-Time Hourly Position
Location:	Lac du Flambeau, Wisconsin – <i>this is not a remote position; hybrid may be considered</i>

Wisconsin Native Loan Fund, Inc. is a non-profit 501(c)(3) Community Development Financial Institution (NCDFI) that provides affordable lending products, financial education, entrepreneur/small business, and community development capacity building services. Our mission is to improve capital access, financial health, homeownership, small business opportunities, and economic development, thereby increasing the financial well-being of Wisconsin Native American families and communities.

Summary

The Grant Administrator / Accounting Staff member will work in our accounting department. Their primary job will be to budget, track, monitor, report, and expense grant funds received by WINLF. This position will be required to fully understand each grant received by WINLF, its reporting requirements, and the eligible expenses. They will work with managers from each department to collect data required for reporting. Grant writing is not currently a part of this position, but experience in grant writing is a plus.

Additionally, some bookkeeping and accounting duties will also be required.

Major Duties

- **Pre-award:** determining funding needs from shortfalls in budgets
- **Pre-Award Planning:** ensuring eligibility and creating project budgets.
- **Post-Award Administration:** Establishing systems to track grant milestones, monitoring expenditures to ensure compliance with donor regulations, and writing executive summaries for departments.
- **Reporting & Compliance:** Preparing and submitting detailed progress reports, managing documentation, and liaising with stakeholders to ensure accountability.
- **Monitoring & Close-out:** Conducting, auditing, evaluating project performance

against goals, and performing final reviews to close out awards.

- **Accounting:** Enter bills and invoices, reconcile accounts, travel expenses, enter checks, assign expenses to grants, and payroll processing

Minimum Qualifications

- Grant Writing experience is not required, but is a bonus.
- A degree in business, finance, economics, or another related field is preferred. (3 years of professional experience may substitute for an advanced degree).
- Essential skills include strong organizational, math, and communication abilities, along with proficiency in computer software like Microsoft Office.
- Previous experience in non-profit accounting or working with grants is preferred, though on-the-job training will be provided to the right applicant.
- High ethical, professional, and confidentiality standards
- Self-motivated with the ability to be productive while working independently. Proven ability to multitask efficiently & effectively.
- Knowledge of computers, websites & database systems, and ability to quickly learn to use and adapt to new proprietary software.
- Exceptional interpersonal, oral, and written communication skills; strong problem-solving and public-speaking skills
- Strong business and financial analysis skills preferred
- Understanding of, and demonstrated sensitivity to, the challenges faced by low-income individuals seeking to become economically self-sufficient. Demonstrated commitment to social, economic, and racial justice.
- A valid driver's license, reliable transportation, and automobile insurance are required, as well as the ability to travel frequently.

Equal Opportunity Employer

WINLF is an Equal Opportunity Employer, *except to the extent required by Native American Preference and Veteran Preference*. WINLF prohibits discrimination on the basis of race, color, creed, religion, sex, pregnancy, age, national origin, marital status, physical or mental disability, and any other basis protected by applicable law. This applies to all employment decisions, including hiring, promotion, termination, and other matters affecting terms and conditions of employment.

WINLF provides competitive pay, a generous benefits package (to FT employees), and a supportive work environment. WINLF is a drug-free work environment. Pre-employment drug testing and criminal background checks may be required.

To Apply:

Please submit the following to Ron Teliszcak, Contractual Human Resource Manager at rteliszcak@glitc.org:

- Resume with three (3) professional references.
- Copy of Education Degree and Training Certifications.
- Salary/Hourly Rate requesting and Work Schedule Preference
- Cover letter explaining how your knowledge, skills, and abilities fit this position & our organization.

- Copy of Tribal Enrollment and/or veteran status card.