



WOLF RIVER
DEVELOPMENT COMPANY

Financial Manager

Wolf River Development Company

Second Posting: Open to Public	
Closing Date: 02/02/2023	Minimum Pay: \$30.35
Status: Regular/Full-time	Updated: 01/26/2023

General Overview of Job:

Under the direct supervision of the Chief Executive Officer, the Financial Manager will direct and oversee all financial activities of the company. This position is responsible for the accounting operations of the company, which includes the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the company's reported financial results, and ensure that reported results comply with generally accepted accounting principles or international reporting standards. This position is also responsible for cash management and risk management.

Essential Functions:

- Maintain and improve a documented system of accounting policies and procedures, and an accurate electronic accounting system for all WRDC Operations.
- Directs the preparation of all financial statements, including income statements, balance sheets, and any other reports applicable to the company.
- Managing the accumulation and consolidation of all financial data necessary for an accurate accounting of consolidated business results.
- Compares sales and profit projections to actual figures and budgeted expenses to actual expenses; makes or oversees any necessary adjustments to future projections and budgets.
- Reviews current financial processes and suggests improvements to current methods.
- Analyzes new business ventures for profitability.
- Works with the CEO and other executives to coordinate strategic planning and establish priorities for the planning process.
- Studies long-range economic trends and projects their impact on future growth in sales.
- Oversees investment of funds and works with investment bankers/partners to raise additional capital required for expansion opportunities.
- Negotiate, renew, and prepare annual audit.
- Assist in negotiations of all agreements directly related to lending operations



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- Works with the CEO to develop the annual budget and forecasts
- Act as first line supervisor to accounting staff
- Performs related duties as directed

Minimum Qualifications:

Bachelor's Degree in Accounting, Finance, or closely related field, supplemented by 5 years of experience in bookkeeping and financial management. One-year supervisory experience. Certified Public Accountant or Certified Managerial Accountant Preferred.

Special Requirements:

- Candidate selected for hire must pass a drug test and employment will be contingent based on the results of said test.
- General understanding of Tribal Lending and Lending law
- Candidate shall be subject to local, state, and federal background check.
- Must be able to obtain a license in accordance with Chapter 22 of the Menominee Indian Tribe of WI.

Other Skills, Knowledge, Abilities:

- Excellent analytical and organizational skills.
- Proficient in database and accounting computer application systems.
- Ability to interpret financial data as needed. Knowledge of profit and loss, balance sheet and cash flow management, and general finance and budgeting.
- Excellent written and verbal communication skills.

Behavior Expectations:

Must be able to work in a properly collegial relationship with co-workers. Must be able to interact with other departments in a spirit of compromise. Must be able to take on additional responsibilities in a spirit of cooperation and teamwork. Must be able to maintain an atmosphere of trust, fairness, and respect and be mutually supportive with co-workers. Must be able to maintain strict confidentiality.



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To Apply:

Applicants may complete the online application on our website –

www.wolfriverdevelopment.com or email HR@wolfriverdev.com to obtain a paper application.

Required Information/Documents:

- Resume
- 2- Authored Professional Document Samples (writing samples), with one being a spreadsheet or comparable documents showing financial tracking capabilities.
- If claiming Tribal Preference – copy of tribal enrollment (Tribal ID or CIB form, etc.)
- If claiming Veteran Preference – copy of honorable discharge paperwork

Interview Process:

Selected interview candidates may be required to participate in skills tests and a presentation/research project which may be administered virtually or in person at multiple sessions.

Any questions can be directed to Human Resources at HR@wolfriverdev.com or by calling 715-802-4449