

*****JOB ANNOUNCEMENT*****

Fixed Assets Specialist

POSITION: Fixed Assets Specialist
POSTING DATE: September 19, 2017
CLOSING DATE: October 3, 2017
SALARY: Negotiable
LOCATION: Lac Courte Oreilles Tribal Administration Building
DEPARTMENT: Accounting/Finance
SUPERVISION: Chief Procurement Officer
ADMINISTRATION: Lac Courte Oreilles Personnel Policy Manual

POSITION SUMMARY:

The Fixed Assets Specialist will report to the Chief Procurement Officer. The Fixed Assets Specialist will interact with all Tribal departments with specific focus on improving the tribe's ability to track and manage fixed assets. The Fixed Assets Specialist will work in tandem with operations and finance to improve asset management.

QUALIFICATIONS:

1. Minimum of at least 3 years of accounting experience with an Associate's Degree in Finance or a Bachelor's Degree in a related field preferred.
2. Proficiency in Excel is required – advanced Excel Skills would be ideal.
3. Must demonstrate proficiency in various software packages.
4. Possess valid WI Driver's License.

5. Tribal preference applies.
6. Excellent verbal and written communication skills.
7. Possess good analytical skills with strong attention to detail.
8. Ability to work independently, multi-task, and adapt to a fast changing environment.
9. Experience with procurement is a plus.
10. Must be able to pass a pre-employment drug screen and any random drug screens thereafter.

DUTIES AND RESPONSIBILITIES:

1. Act as point-of-contact for inventory management. As required by the Federal Register Property Standards 200.310 – 200.316.
2. Property records must be maintained that include a description, serial #, source of funding, location, and cost.
3. Document and implement the M.O.M. fixed asset module, including the recording, tracking, and disposal of all fixed assets.
4. Understand all facets of asset movement in the organization and identify process gaps.
5. Responsible for internal control compliance including documentation and implementation of policies and procedures.
6. Set schedule for program inventories.
7. Assist with special projects, as required by the Chief Procurement Officer.
8. Perform other duties as assigned.

APPLICATION PROCEDURE:

Submit completed LCO Employment Application including Release and Authorization Form (available upon request or on the Tribe's website) along with a cover letter, resume and at least three (3) letters of reference. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

MAIL INFORMATION TO:

**Lac Courte Oreilles Tribal Government
ATTN: Human Resource Department
13394 W. Trepania Road
Hayward, WI 54843**

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