



Lac Courte Oreilles Ojibwe School

NOTICE OF NEW POSITION

Job Title: **INTERIM SR. ACCOUNTING DIRECTOR:** Full-time and benefits until June 30, 2018 minimum.

Department: Lac Courte Oreilles Ojibwe School Accounting.

Reports To: School Director

Salary Range: Negotiable

Posting date: December 12, 2017

Closing date: January 26, 2018

POSITION SUMMARY:

This is a supervisory, interim position working with assistance from the Sr. Accounting Director and independently through the end of the fiscal year, June 30, 2018. Upon successful completion of the interim period, the position may become permanent. The Sr. Accounting Director oversees property procurement and supervises the Payroll Clerk, Accounts Payable Clerk and Food Service Coordinator.

DUTIES AND RESPONSIBILITIES:

- Work closely with the School Director concerning all financial matters.
- Supervise and evaluate staff: Payroll Clerk, Accounts Payable Clerk and Food Service Coordinator.
- Responsible for the maintenance of accounting records.
- Preparation and distribution of Financial Statements.
- Preparation of bank reconciliations and month end journal entries.
- Prepare financial reports to funding agencies when required.
- Initiate cash requests from funding agencies when needed.
- Oversees property procurement requirements.
- Maintain Contract and grant files.
- Closeout contracts with School Director and Program Directors input and direction.
- Arrange for audits.
- Review and approve Accounts Payable edits.
- Distribution of Accounts Payable and Payroll checks.
- Code Cash receipts.
- Deposit payroll taxes.
- Prepare tax returns.
- Request, arrange, and work with consultants when needed.
- Meet with accounting staff on a regular basis.
- Attend on-going training seminars and workshops.
- Attend School Board meeting when needed.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Accounting or related field preferred. Minimum AA degree in Accounting or related field.
- Minimum 3 years' experience in related field.
- Must be supportive of the philosophy, concept, policy and procedures of the Lac Courte Oreilles Ojibwe School.
- Native American preference in employment.

CONDITIONS OF EMPLOYMENT:

- All applicants subject to the Tribe's Drug and Alcohol Free Work Place Policy including pre-employment drug screening.
- FBI Finger print check and background investigation.
- Valid state issued driver's license and/or the ability to obtain a Wisconsin driver's license. Must be insurable on the Tribe's insurance policy.
- **THIS POSITION REQUIRES COMPLIANCE WITH THE INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION ACT PUBLIC LAW 101-630; 25 CODE of FEDERAL REGULATIONS PART 63 – INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION; CRIME CONTROL ACT OF 1990, EMPLOYEE BACKGROUND CHECKS; and EXECUTIVE ORDER 12968, ADJUDICATIVE GUIDELINES**

Please submit a letter of interest, LCO School-Waadookodaading job application forms, resume and credentials to:

Lac Courte Oreilles Ojibwe School
8575 N Trepania Rd.
Hayward, WI. 54843-2191
ATTN: Preston Larson-HR Director