



**Lac Courte Oreilles Housing Authority**  
**13416 W Trepania Road**  
**Hayward, WI 54843**  
**Phone (715) 634-2147**  
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## **JOB ANNOUNCEMENT**

**LOCATION:** Lac Courte Oreilles Housing Authority  
**JOB TITLE:** Bookkeeper  
**WAGE:** Negotiable DOQ  
**POSTING DATE:** October 23, 2018  
**CLOSING DATE:** November 5, 2018

**DEPARTMENT:** Accounting  
**REPORTS TO:** Finance Manager

### **SUMMARY:**

Under the general supervision of the Finance Manager, the Bookkeeper will assist with analyzing transactions, entering transactions, reconciling accounts, and generating reports. This job has the potential of advancement to a higher level accounting position within the organization, dependent upon the individuals overall performance.

### **DUTIES AND RESPONSIBILITIES:**

- Must perform the following Fund Accounting functions:
  - ✓ Cash Management
  - ✓ Accounts Receivable
  - ✓ Inventory
  - ✓ Fixed Assets
  - ✓ Accounts Payable
  - ✓ Payroll
  - ✓ Travel
- File documents and reports.
- Assist with Month End and Year End procedures.
- Communicate with vendors, tenants, travel agents, employees, and others.
- Work closely with the Purchasing Agent, the Warehouse Manager, Maintenance Manager, Tenant Services, and the Office Manager, on a daily basis.
- Performs other duties as assigned.

### **QUALIFICATIONS:**

The following must be adequately documented in resume and formal application;

- Associate's degree in Accounting with a minimum of two years demonstrated experience is required; or equivalent combination of applicable college courses and relevant experience that clearly demonstrates ability to carry out the required responsibilities. **All degree and experience related information must be documented and included with application and resume.**
- Possess the ability to perform accounting functions utilizing accounting software.
- Prefer an individual with the following;
  - Experience in Governmental Fund Accounting
  - Working knowledge of OMB Part 200, GASB 34, NAHASDA, GSA, Procurement, Payroll Laws and Regulations
  - Experience with the preparation and completion of required federal funding agency annual audit.
- Working knowledge of Microsoft Excel is required.
- Must possess a physical agility that would permit repeated movements of fingers, hands, and wrists; and climbing, lifting, carrying, or other strenuous physical activity.
- Must possess a valid Wisconsin driver's license and provide proof of insurance.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Communicate effectively verbally and in writing.
- Repeated movements of fingers, hands, and wrists.
- Understand Accounting principles and practices, and the analysis and reporting of financial data.

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All applications will be screened for eligibility in accordance with this section and only those possessing the minimum qualifications will be interviewed. Application forms are available at the Lac Courte Oreilles Housing Authority.

The LCOHA will utilize preference points when considering an applicant for employment. ***It is the responsibility of the applicant to provide the necessary documents for the purpose of obtaining preferences. (Please see employment application.)***

*Preference in employment will first be given to qualified enrolled members of the Lac Courte Oreilles Tribe in accordance with the Personnel Policies and Procedures of the Lac Courte Oreilles Housing Authority.*