

****Job Announcement****
Compliance Office Accountant

POSITION: Compliance Office Accountant

POSTING DATE: March 10, 2017

CLOSING DATE: March 20, 2017

SALARY: Negotiable (D.O.Q)

LOCATION: Lac Courte Oreilles Tribal Office, Accounting Department

SUPERVISOR: Compliance Officer

ADMINISTRATION: Lac Courte Oreilles Governmental Personnel
Policy Manual

Qualifications:

- Mature Adult. Tribal Preference Applies.
- Bachelor Degree in accounting; or
- Associate Degree in Accounting or Business Administration, with two (2) years' experience in accounting or bookkeeping; or
- Five years' experience in accounting, bookkeeping or business administration.
- Must be extremely professional, dependable, and courteous, and self-assertive.
- Effective written and oral communication skills required.
- Must have strong computer skills.
- Must adhere to strict confidentiality in all matters. Will be required to sign a Confidentiality Statement upon hire.
- Must be able to work cooperatively in a team-oriented environment.
- Must be extremely accurate and detail oriented.
- Possess a valid Driver's License, personal vehicle insurance, and reliable transportation.
- Must be willing and able to travel.
- Must pass background check(s) and drug test.

Duties and Responsibilities:

- Assist in the maintenance of all federal, state, and local contracts and grants, including draw requests and renewals.
- Assist in the review and submission of contract and grant modifications with program directors as directed by the Compliance Officer.
- Responsible for federal/financial/SF 425 reporting as directed by the Compliance Officer
- Assist program directors with budgets based on award specifications as directed by the Compliance Officer
- Assist program directors in meeting compliance objectives such as reports submissions and appropriate expenditures according to contract and grant deliverables as directed by the Compliance Officer.
- Review Accounts Payables, Travel and Requisition Requests for line item budget balances and proper account codes as directed by the Compliance Officer.
- Assist program directors with close-outs methodologies as well as acting as an ombudsman to contract and grant entities as directed by the Compliance Officer.
- Perform other duties as assigned.

Application Procedure:

Submit LCO Employment Application, résumé, three (3) personal reference letters, and cover letter to the address below. Résumé should be type written and include information on education, experience, professional and/or community involvement and availability.

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

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