



Lac Courte Oreilles Housing Authority
13416 W Trepania Road
Hayward, WI 54843
Phone (715) 634-2147
Fax (715) 634-5692

JOB DESCRIPTION

LOCATION: Lac Courte Oreilles Housing Authority
JOB TITLE: Senior Accountant
SALARY: Negotiable Depending on Experience
POSTING DATE: November 23, 2016
CLOSING DATE: Open until filled

DEPARTMENT: Accounting
REPORTS TO: Finance Manager

SUMMARY:

Under the general supervision of the Finance Manager, the Senior Accountant will assist with maintaining the financial records of the Housing Authority. Which includes generating reports, analyzing financial statements and other accounting functions as directed by the Finance Manager. The Senior Accountant will assist with the application of generally accepted accounting practices to ensure compliance with HUD and other regulations which are applicable to Tribal Housing Entities. Duties require the use of considerable personal initiative, accuracy, independent judgment, and the ability to coordinate, input, process, and review data from a number of different sources.

SUPERVISORY RESPONSIBILITIES:

The Senior Accountant, as delegated by the Finance Manager, may supervise numerous employees of the Accounting Department. Those responsibilities may include assigning and directing work.

DUTIES AND RESPONSIBILITIES

Assist the Finance Manager with the following;

1. Generates and/or ensures the preparation of monthly, quarterly, semi-annual and annual financial reports as required.
2. Annual pre-audit preparation and assisting Finance Manager with audit.
3. Maintain records and accounts for the accurate tracking and allocation of revenues as required by the Department of Housing and Urban Development, Wisconsin Housing and Economic Development, IRS Low Income Housing Tax Credit regulations/guidance.
4. Supervising and directing staff in accounting procedures necessary to ensure compliance with 2 CFR Part 200, as applicable.
5. Accounting functions of the Housing Authority which includes, but is not limited to; cash management, payroll, accounts payable, accounts receivable, asset management, reconciliations and annual close outs along with other financial management activities of the organization.

6. Maintain records, type correspondence, computerize records, and maintain strict confidentiality.
7. Other duties as may be assigned by the Finance Manager.

KNOWLEDGE, SKILLS, ABILITIES:

1. Knowledge of accounting principles as they apply to Tribal Housing entities.
2. Experience in fund accounting practices.
3. Knowledge of MOM fund accounting software.
4. Must possess a physical agility that would permit repeated movements of fingers, hands, and wrists; and climbing, lifting, carrying, or other strenuous physical activity.
5. Ability to establish and maintain harmonious relationships with residents, staff and other agencies.
6. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
7. Must be proficient and knowledgeable in the use of all Microsoft software programs generally used in a business setting. This may include Excel and Word.
8. Ability to effectively present information and respond to questions from Housing Authority staff and vendors.

MINIMUM QUALIFICATIONS:

1. Four-year accounting degree with a minimum of two years related experience; 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.***
2. Thorough knowledge of governmental fund accounting principles and practices.
3. Working knowledge of accounting software and spreadsheet applications.
4. Must possess a valid Wisconsin driver's license and be insurable through the Housing Authority's insurance carrier.

 All applications will be examined for eligibility in accordance with this posting and only those possessing the stated qualifications or better will be interviewed. Application forms are available at the LCO 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 hiring 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.