



Pride of the Ojibwe
13394 W Trepania Road
Hayward • Wisconsin • 54843
Phone 715-634-8934 • Fax 715-634-4797 • HR Fax (715) 699-1209

Job Announcement

**LCO Business Administration
Enterprise Accountant**

Posting Date: April 28, 2023
Closing Date: Open Until Filled
Salary: Negotiable
Location: CDC Building

Position Description: The enterprise accountant will work under the Accounting Manager and Accounting Supervisor, working in all areas of accounting for several of the tribal businesses. This will include answering phone, filling, data entry, prepare and reconcile daily sales, accounts receivable, accounts payable, general ledger, and inventory.

Qualifications:

- Mature adult; Tribal preference applies
- High school diploma or equivalent
- Data entry
- Education or equivalent work experience in accounting required
- Computer experience is required; must have knowledge in accounting software(QuickBooks) and Microsoft office
- Effective oral and written skills required
- Strong organizational skills
- Work proficiently and efficiently in a timely manner
- Dependable, reliable, accurate and self-assertive
- Self-directed and self-motivated
- Be able to work cooperatively in a team-oriented environment
- Must adhere to strict confidentiality in all accounting and department matters
- Occasionally required to lift and carry records and documents weighting approximately 20 pounds
- Valid Divers Licenses and current auto insurance
- Must be able to pass background check

- Must be able to pass pre-employment drug screen

Responsibilities and Duties:

- Answering phones, making and receiving calls and emails to vendors, managers, and other persons who need to be in contact with.
- Scan files and maintain recordkeeping on and off site.
- Prepare and record daily sales in accounting software. Reconcile daily cash, credit card, charges, pay outs, pay ins, and sales.
- Maintain daily sales journal files.
- Organize record and file daily accounts receivables.
- Verify daily and monthly accounts receivable. Prepare and sent out monthly accounts receivable statements. Apply payments received on accounts.
- Enter vendor invoices, reconcile vendor statements, and maintain vendor account information. Process vendor payments, ensure proper paperwork is included with payments is complete for our recordkeeping and file into appropriate vendor files.
- Update bank accounts regularly. Reconcile bank accounts, credit card statements and electronic check statements.
- Record inventories, monthly account receivables for fuel tax, cigarette, tobacco refunds. File cigarette and tobacco tax refunds to state.
- File all general ledger paperwork. Complete any other duties that are assigned by supervisor.
- Assist with the annual Audit.

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, FAX OR EMAIL ALL INFORMATION TO:

Lac Courte Oreilles Tribal Government

Attn: Human Resource Department

13394 W Trepania Road

Hayward, WI 54843

Fax (715)634-4797

HR Fax (715)699-1209

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