



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

File Clerk/Scanner

Posting Date: September 7, 2023
Closing Date: Open Until Filled
Salary: \$13/hour
Supervisor: Joanne Graves

Position Summary:

The File Clerk/Scanner for the LCO Tribal Accounting Department will be responsible for ensuring the accurate and timely filing and scanning of all relevant accounting material as directed. The File Clerk/Scanner will be highly visible and must practice excellent professionalism in all aspects of performing duties.

Qualifications:

1. Mature Adult
2. Tribal Preference Applies
3. High School diploma or equivalent required.
4. Filing experience is preferred
5. Computer experience is preferred
6. Must be extremely professional, dependable, and courteous
7. Excellent work ethics
8. Must be extremely accurate and detail oriented
9. Positive person with excellent team member qualities
10. Maintain strict confidentiality and sign a confidentiality agreement upon hire
11. Pass background check(s), a preliminary background check will be performed upon hire.

Required Skills, Knowledge and Abilities:

1. Ability to set up and maintain a filing and scanning system
2. Knowledge of computer programs, or ability and willingness to learn
3. Ability to further education
4. Excellent verbal and written communication skills

Duties and Responsibilities:

1. Be alert to needs and requirements of the various clerks of the Accounting Department, providing assistance whenever needed
2. After training, be able to accurately complete minor program inquiries
3. Be responsible for maintaining and filing and scanning timecards, time reports, cash disbursement records, and check carbon books in the proper files
4. Maintain a neat and orderly working area
5. Maintain complete confidentiality of all information received
6. Complete edits for Accounting Clerk
7. Assist auditors in their audit needs of CD/PR Voucher testing
8. Perform other duties that may be assigned from time to time.

Application Procedure:

Submit a completed **LCO Employment Application and Authorization to Release Information**, resume, at least **three (3) personal reference letters**, and any other supportive documents. Resume should be typewritten, indicating personal information related to the position for which applicant is applying for and should include education, experience, professional and/or community involvement. **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

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Hayward, WI 54843

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