



**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 Description**

### **Accounting Front Office Clerk**

**Posting Date:** February 29, 2024  
**Closing Date:** Open Until Filled  
**Salary:** Negotiable  
**Location:** Accounting Department  
**Supervisor:** Joanne Graves, Accounting Manager

**Basic purpose or function:** Responsible for overseeing office organization and cleanliness. Will ensure and participate in the timely filing, scanning and shredding of confidential accounting documents. Responsible for directing, coaching, and assisting the File Clerk as needed. Must maintain confidentiality at all times. The Front Office is to provide excellent customer service to Tribal Members and employees who approach the accounting window, disseminate payroll, and communicate operational issues to the team and Receipts all incoming checks at the window.

#### **Job Responsibilities:**

- Logs and date stamps all incoming and outgoing accounting documents
- Backs up the Office Clerk and File Clerk
- Reviews all invoices for appropriate documentation and approval prior to distribution
- Provides office assistance to the accounting team as needed
- Performs minor program inquiries
- Maintains Accounting files and records (timecards, cash disbursements, checks) and maintains an orderly work area
- Responds to incoming department phone calls when a member of the team is not available
- Assists accounting team with edits and external auditors with document retrieval
- Assists auditors with CD and Payroll voucher testing
- Maintains files and documentation; is thorough and accurate
- Sorts and distributes payroll and cash disbursements to programs and/or employees
- Ensures the office common areas are organized, orders office supplies in a timely manner; initiates copier service calls and ensures all supplies are stored neatly

**LCO Tribal Government  
Human Resource Dept  
Acct Front Office Clerk**

- Calls I.T. for any office setup for new employees; assists new employees with timecard rules
- Presents a neat and professional appearance; has well maintained files, and clean and organized work areas
- Assists with other projects as assigned

**Minimum Qualifications:**

- High school diploma, and willing to take progressive college courses in accounting
- Must have strong work ethic, good attendance, and be well organized and a self-starter
- Must be detail oriented, be reliable, able to interact with all levels of employees and vendors in a professional manner
- Strong problem solving, documentation, organization, and multi-tasking skills
- Ability to keep company information Confidential
- Filing and scanning experience; good oral and written communication skills
- Intermediate computer skills and knowledge of Microsoft products including Excel and Word
- Ability to perform simple mathematical computations such as percentages, fractions, addition, subtraction, multiplication, and division quickly and accurately
- Neat and professional appearance; well-maintained files; clean and organized work area
- Performs other duties assigned
- Must be able to pass a background check
- Must be able to pass a pre-employment drug screen

**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**, 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  
13394 W. Trepania Road  
Hayward, WI 54843  
Fax (715) 634-4797  
HR Fax (715) 699-1209  
[doreen.debrot@lco-nsn.gov](mailto:doreen.debrot@lco-nsn.gov)  
[caroline.yellowthunder@lco-nsn.gov](mailto:caroline.yellowthunder@lco-nsn.gov)

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