



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

JOB DESCRIPTION

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|-------------------------|--------------------|
| Job Title: | Accounting Manager |
| Department: | Accounting |
| Number of Team Members: | 6 |
| Reports to: | CFO |
| Salary: | Competitive |

Purpose

The “hands on” Accounting Manager ensures compliance with all State and Federal regulatory requirements, GAAP, GASB, and FASB technical standards. The position leads and assists the team with the annual schedule of budgetary, regulatory and reporting requirements. The position is knowledgeable of fund accounting and is responsible for the accounting operations of the Lac Courte Oreilles (LCO) Tribe, including the maintenance of the MIP accounting system, accuracy of transactions and records, the production of timely financial statements; and the protection of the company assets. Facilitates and promotes teamwork within the department and with other directors and managers of the Tribe. Manages the audit preparation process.

Positions Supervised:

| | |
|--------------------------------|------------------------------|
| Accounts Payable Manager | Accounts Payable Specialist |
| Payroll Manager | Payroll Specialist |
| Accounts Receivable Specialist | Senior Accounting Specialist |

Job Responsibilities:

- Manages the day-to-day operation of the core Accounting team: accounts receivable, accounts payable, and payroll
- Reviews daily cash balances and prepares weekly P&L for the CFO and the Tribal Board,
- Maintains and ensures compliance with all Procedures and Policies. Assists the CFO with the update of internal controls, policies and procedures as needed.
- Assists the CFO in the evaluation and implementation of new financial products, including the outsource of payroll
- Maintains the Chart of Accounts

*LCO Tribal Government
Human Resource Dept
Accounting Manager*

- Ensures the close of each fiscal period by Week 2 Day 5 of the following month, with a goal to shorten the length of time required to close the books through the implementation of operating efficiencies and process improvements
- Ensures that the accounts payable are paid in a timely manner to avoid late fees and works to secure vendor discounts. Ensures adherence to contract payment requirements
- Ensures monthly bank account reconciliations are completed by those assigned.
- Conducts period audit of accounting transactions.
- Maintains record of journal entries for each fiscal month
- Reviews financial statements for accuracy prior to publication.
- Prepares custom financial reports as requested.
- Provides requested information to external Auditors for the annual audit.
- Maintains records of items in storage, and ensures accurate record retention
- Maintains an orderly work area and confidentiality in Accounting, ensuring desk tops are cleared and documents are filed by the end of each week
- Reviews staff performance annually; holds monthly communications on job performance, initiates all personnel actions and ensures evaluations are submitted on schedule.
- Preapproves and publishes department vacation schedule to ensure adequate coverage during month end close and audit visits.
- Selects, trains, develops and mentors staff
- Performs other duties as assigned by the CFO.

Requirements:

- Bachelor's degree in Accounting.
- CPA or advanced certification in accountancy is desired
- Minimum of (5) five years experience as a financial leader or Controller
- Knowledge of fund accounting
- MIP experience preferred
- Excellent planning and organizational skills
- Ability to meet deadlines and work under pressure
- Good communication skills: written and verbal
- Demonstrates and facilitates teamwork
- Ability to present financial information to management using applied logic and reason, providing strengths and weaknesses of alternative solutions.
- Strong computer skills, advanced Excel user
- Strong supervisory skills and ability to teach
- Excellent customer service attitude
- Cultural sensitivity
- Must be able to pass a background check
- Must be able to pass a pre-employment drug screen

Other Requirements:

- Must be able to sit for an extended period of time
- Ability to lift at least 30 pounds

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

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.