



Lac Courte Oreilles Ojibwe School

NOTICE OF NEW POSITION

Job Title: **SR. ACCOUNTING DIRECTOR**; Full-time permanent position with benefits.
Department: Lac Courte Oreilles Ojibwe School Accounting.
Reports To: School Director
Salary Range: Negotiable
Posting date: September 21, 2018
Closing date: October 19, 2018

POSITION SUMMARY:

The Sr. Accounting Director oversees all financial matters associated with the Lac Courte Oreilles Ojibwe School-Waadookodaaing; annual budget preparation, working with federal and tribal grant programs and reporting.

DUTIES AND RESPONSIBILITIES:

- Work closely with the School Director concerning all financial matters.
- Supervise and evaluate staff under Accounting Department; Payroll, Accounts Payable and Food Service.
- Responsible for the maintenance of accounting records.
- Preparation and distribution of Financial Statements.
- Preparation of bank reconciliations and month end journal entries.
- Prepare financial reports to funding agencies when required.
- Initiate cash requests from funding agencies when needed.
- Oversees property procurement requirements.
- Maintain Contract and grant files.
- Closeout contracts with School Director and Program Directors input and direction.
- Arrange for audits and participate in that process.
- Review and approve Accounts Payable edits.
- Distribution of Accounts Payable and Payroll checks.
- Code Cash receipts.
- Deposit payroll taxes.
- Prepare tax returns.
- Request, arrange, and work with consultants when needed.
- Meet with accounting staff on a regular basis.
- Attend on-going training seminars and workshops.
- Attend School Board meeting when needed.

QUALIFICATIONS:

- Bachelor's degree in Accounting or related field preferred. Minimum AA degree in Accounting or related field.
- Minimum 3 years' experience in related field.
- Must be supportive of the philosophy, concept, policy and procedures of the Lac Courte Oreilles Ojibwe School.
- Native American preference in employment.

CONDITIONS OF EMPLOYMENT:

- All applicants subject to the Tribe's Drug and Alcohol Free Work Place Policy including pre-employment drug screening.
- FBI Finger print check and background investigation.
- Valid state issued driver's license and/or the ability to obtain a Wisconsin driver's license. Must be insurable on the Tribe's insurance policy.
- **THIS POSITION REQUIRES COMPLIANCE WITH THE INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION ACT PUBLIC LAW 101-630; 25 CODE of FEDERAL REGULATIONS PART 63 – INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION; CRIME CONTROL ACT OF 1990, EMPLOYEE BACKGROUND CHECKS; and EXECUTIVE ORDER 12968, ADJUDICATIVE GUIDELINES**

Please submit a letter of interest, LCO School-Waadookodaading job application forms, resume and credentials to:

Lac Courte Oreilles Ojibwe School
8575 N Trepania Rd.
Hayward, WI. 54843-2191
ATTN: Preston Larson-HR Director