



13394 W Trepania Road
Hayward • Wisconsin • 54843
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*****Job Announcement*****

Compliance Officer

Position: Compliance Officer
Posting Date: February 20, 2020
Closing Date: March 15, 2020
Wage/Salary: Negotiable (D.O.Q.)
Location: LCO Tribal Administration Building
Supervisor: Chief Financial Officer
Administration: LCO Governmental Personnel Policies & Procedures Manual

Qualifications:

- Mature Adult. Tribal Preference Applies.
- Bachelor's Degree in Accounting preferred; or
- Associate Degree in Accounting or Business Administration, with two (2) years' experience in accounting or bookkeeping; or
- Five years' experience in accounting, bookkeeping, or business administration.
- Must be extremely professional, dependable, and courteous, and self-assertive.
- Effective written and oral communication skills required.
- Must have strong computer skills.
- Must adhere to strict confidentiality in all matters. Will be required to sign a Confidentiality Statement upon hire,
- Must be able to work cooperatively in a team-oriented environment,
- Must be extremely accurate and detail oriented.
- Possess a valid Driver License, personal vehicle insurance, and reliable transportation.
- Must be willing and able to travel.
- Must pass background check.
- Must be able to pass pre-employment drug screen.

Duties and Responsibilities:

- Maintain all federal, state, and local contracts and grants, including draw requests and renewals. Responsible for the review and submission of contract and grant modifications with program directors.
- Responsible for reporting federal/financial/SF 425 reporting.
- Assist program directors with budgets based on award specifications.
- Assist program directors in meeting compliance objectives such as reports submissions and appropriate expenditures according to contract and grant deliverables.
- Review Accounts Payables, Travel and Requisitions for line item budget balances and proper account codes.
- Assist program directors with close-outs methodologies as well as acting as an ombudsman to contract and grant entities.
- Perform other duties as assigned.

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 INFORMATION TO:

Lac Courte Oreilles Tribal Government
ATTN: Human Resources Dept
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.