



*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 Manager

Posting Date: August 11, 2021
Closing Date: Open Until Filled
Salary: Negotiable
Location: Accounting Department

Basic purpose or function: Manager is responsible for overseeing office organization and cleanliness. Manager will ensure and participate in the timely filing, scanning, and shredding of confidential accounting documents. The Manager is responsible for directing, coaching, and assisting the File Clerk as needed. The Manager must maintain confidentiality at all times. The Front Office Manager 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.

Job Responsibilities:

- Logs and date stamps all incoming and outgoing accounting documents
- Backs up the Accounting 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, check carbons) 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
- 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**. Certificate of Good Standing in each jurisdiction where licensed and any other supportive documents. **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
caroline.yellowthunder@lco-nsn.gov

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