



Pride Of The Ojibwa
13394 W Trepania Road
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*****JOB ANNOUNCEMENT*****

LCO Development Director of Finance & Accounting

POSITION: LCO Development Director of Finance & Accounting
POSTING DATE: January 3, 2018
CLOSING DATE: January 18, 2018
SALARY: Negotiable (D.O.Q.)
LOCATION: LCO Development Building
DEPARTMENT: LCO Development
SUPERVISION: LCO Tribal Governing Board & Chief Financial Officer
ADMINISTRATION: LCO Tribal Policies & Procedures & LCO Development Policies

POSITION SUMMARY:

LCO Development is currently seeking a Director of Finance & Accounting to join our team. The Director will report directly to the LCO Tribal Governing Board and the Chief Financial Officer. The successful candidate will be responsible for planning, implementing, and controlling all financial-related activities along with developing and implementing financial policies and procedures to improve and maintain the financial health of the company. The Director will be the financial spokesperson for the organization and will be responsible for all strategic and tactical matters as they relate to budget management, cost benefit analysis, forecasting, cash flow needs, and securing new revenue sources.

QUALIFICATIONS:

- BS in Accounting or Finance, CPA highly desirable, or the ability to sit for the CPA exam.
- 10+ years in progressively responsible Accounting/financial leadership roles, preferably in the construction industry.
- Advanced computer skills, including proficiency in MS Office, Database Management, QuickBooks and SQL financial reporting.
- Must be able to pass a background check(s)
- Must be able to pass a pre-employment drug screen and any random drug screens thereafter.
- Must possess a valid WI Driver's License.

DUTIES AND RESPONSIBILITIES:

- Direct and oversee all aspects of the Finance & Accounting functions of the organization
- Oversee all finance and accounting personnel.
- Monitor the financial performance of the company and the divisions by measuring and analyzing results; providing recommendations to enhance financial performance, develop improvements and initiate corrective action when needed.
- Oversee the management and coordination of all fiscal reporting activities for the organization.
- Develop, implement and enforce the financial and accounting policies and procedures of the company.
- Ensure that effective internal controls are in place and the company is compliant with audit findings along with federal, state and local regulatory laws and rules.
- Review and approve all purchasing and overhead activity for staff and participants ensuring procurement policies and procedures are being followed.
- Ensure a disaster recovery plan is in place for Financial & Accounting data and systems.
- Continual improvement of the budgeting process, addressing financial issues that are negatively impacting department & division budgets.
- Develop a reliable cash flow projection and reporting mechanism that includes minimum cash threshold to meet operating needs.
- Develop, implement, and maintain a comprehensive job cost system.

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 Resource Department
13394 W. Trepania Road
Hayward, WI 54843**

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