

****JOB ANNOUCEMENT****
Accounts Receivable Clerk

POSITION: Accounts Receivable Clerk
POSTING DATE: October 19, 2018
CLOSING DATE: November 2, 2018
SALARY: Negotiable
SUPERVISOR: Chief Financial Officer
ADMINISTRATION: Lac Courte Oreilles Tribal Government Personnel Policies & Procedures Manual

POSITION SUMMARY:

The Accounts Receivable Clerk will work under the supervision of the Accounting Department Supervisor and will be responsible for the timely processing of monies received for all programs operating through the LCO Finance Department.

QUALIFICATIONS:

- Mature Adult. Tribal Preference Applies.
- Must have reliable transportation.
- Must be extremely dependable, reliable, and accurate.
- Minimum of at least one (1) year of accounting experience or an Associate's Degree in Accounting.
- Must be able to attend workshops or meetings that supervisor may request.
- Effective oral and written communication skills are required.
- Must adhere to strict confidentiality in all Accounting and departmental matters. Will be required to sign of Code of Confidentiality Statement upon hiring.
- Must be able to work cooperatively in a team-oriented environment,
- Must be able to work within a very tight time schedule with extreme accuracy.

RESPONSIBILITIES & DUTIES:

- Prepare receipts for all monies received.
- Locate documents of backup and attach to copy of receipt along with the copies of the checks of money orders.

- Forward original receipt to program directors.
- Prepare deposits.
- Enter all receipts, including wire transfers, into the computer system in a timely manner.
- File copy of receipts along with backup documents.
- Verify incoming revenue with the invoices/reports submitted.
- Review bank reconciliations for discrepancies.
- Print payroll and Accounts Payable checks.
- Reconcile Payroll bank statement.
- Invoice and bill enterprises for payroll and indirect costs.
- Assist other accounting staff when necessary to ensure that all accounting procedures operate smoothly and efficiently.
- Make sure that at least two other staff members are cross-trained to do this job.
- Other duties as assigned.
- Must pass a pre-employment drug screen and any random drug screens thereafter.

APPLICATION PROCEDURE:

Submit completed LCO Employment Application, resume, letter of interest, at three (3) professional reference letters and any supportive documents. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

MAIL OR SUBMIT TO:

**Lac Courte Oreilles Tribal Government
ATTN: Holly Trepanier, Human Resources Director
13394W Trepania Road
Hayward, WI 54843**

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