

****JOB ANNOUNCEMENT****
Travel/Purchasing Clerk

POSITION: Travel/Purchasing Clerk
POSTING DATE: October 17, 2018
CLOSING DATE: October 31, 2018
SALARY/WAGE: Negotiable
SUPERVISOR: Chief Financial Officer
LOCATION: LCO Tribal Administration Building
ADMINISTRATION: Lac Courte Oreilles Tribal Government Personnel Policies & Procedures

POSITION SUMMARY:

The Travel/Purchasing Clerk will work under the supervision of the Accounting Department supervisor and will be responsible for the timely preparation of travel advance requests and purchase orders 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 the 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 a 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.
- ~ Must be able to pass a pre-employment drug screen and any random drug screens thereafter.

RESPONSIBILITIES & DUTIES:

1. Compute per diem and travel costs according to the latest federal regulations and tribal travel policies.
2. Reconcile actual expenses from travel packs to amounts that were advanced

- and send notices for payment of balance due.
3. Check notices weekly to verify that they are being paid.
 4. Review all travel advance lines to make sure all programs are up to date with outstanding travel advances.
 5. Purchase office supplies for all departments as needed and monitor the inventory of supplies on a weekly/bi-weekly basis.
 6. Reconcile credit card statements on-a-monthly basis.
 7. Assist other accounting staff when necessary to ensure that all accounting procedures operate smoothly and efficiently.
 8. Make sure that at least two other staff members are cross-trained to do this job.
 9. Other duties as assigned.

APPLICATION PROCEDURE:

Submit completed LCO Employment Application, resume, cover letter, at least three (3) professional references 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
13394 W Trepania Road
Hayward, WI 54843**

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