



Ho-Chunk Nation

Job Description



TITLE: Legislative Financial Clerk		JOB CODE: LGFC
Government - Employee		EEO: 6
Non-Exempt	No Flex	PAY GRADE: 9
FUNDING SOURCE: NPD		HO-CHUNK PREFERENCE

"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

POSITION OVERVIEW

Responsible for daily office and financial tasks, such as processing vouchers, setting up a complex electronic filing system of all financial requests, budgets, and budget modifications.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Daily establish and maintain good working relationships with fellow employees, other departments, committee members, and the general public.
2. Monthly assist with the Finance Committee in preparing agenda items, committee reports, and working with all HCN branches of government on the annual budget process.
3. Weekly monitoring and investigating information in the electronic files for budget approval or denial.
4. Monthly preparation of credit card reports for the Legislature.
5. Draft monthly finance meeting minutes within a 2-3 day period.
6. Assist with entering final annual budget information into the budget program.
7. Assist with the preparation of annual budget hearings beginning January of each fiscal year.
8. Other duties as assigned within the scope of this job description.

JOB RESPONSIBILITY

Job Reports to	Supervisor – See organizational chart
Leadership Accountability	None
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	Monitor expenditures
Customer Accountability	Interfaces with officials and executives. Interfaces with inside and outside customers.
Freedom to Act	Operates with significant independence. Subject to general input from supervisor. Subject to regular review by supervisor.

MINIMUM QUALIFICATIONS

EDUCATION:

1. High School diploma or equivalent.

ESSENTIAL:

1. Must pass a background check.



EXPERIENCE:

1. Minimum two (2) years of experience in an office setting in accounting.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Knowledgeable with current computer accounting software.
2. Typing skills required.
3. Able to take meeting minutes required.
4. Must be detail oriented and knowledge of structure, organization, and history of the Ho-Chunk Nation Legislature and its government.
5. Ability to follow direction and procedures.
6. Ability to maintain confidentiality.

WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy work place environment.
2. Establish and maintain good relations with other department employees.

WORKING CONDITIONS

1. Works in an office setting.
2. Available to work flexible hours including evenings and weekends.
3. Professional dress code.