

POSITION DESCRIPTION

Job Title: ACCOUNTING ASSISTANT	Salary: \$21.43 - \$36.13 per hour \$44,574 - \$75,150 annual	Effective Date: 9/26/13
Class: Nonexempt / Flex	Supervisor: Accountant	Revision Dates: 1/1/10, 9/26/13; 9/1/2022, 3/31/2023, 03/27/24
	Department: Administration	Revision Number: 4
Board Chairman Signature:		Executive Director Signature:
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POSITION SUMMARY

Under the direct supervision of the Accountant, will examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements and financial records and will perform the necessary activities to prepare and process accurate accounts payable with vendors.

DUTIES AND RESPONSIBILITIES

- ◆ Prepare and code disbursement vouchers for vendor payments, matching invoices with packing slips and purchase orders.
- ◆ Prepare weekly deposit including copies of checks and back up, any adjustments and copies of receipts and deposit slips.
- ◆ Process requested checks: runs checks by due dates, enter void checks in computer; matches checks with proper back-up for signature; prepares checks for mailing or pick-up; files check copy to back-up.
- ◆ Correspond with vendor, via written correspondence and phone conversations regarding invoices and payments.
- ◆ Maintain vendor information in financial software, Sage Intacct.
- ◆ Track recycling reimbursement information and submit to Ho-Chunk Nation Health Office.
- ◆ Prepare End of Year accruals for enterprise and tribal funds.
- ◆ May assist in preparation and maintenance of financial records; including documentation, distribution, and journal entries.
- ◆ Maintenance and training of housing and financial software system and inventory.
- ◆ Will assist with compiling and monitoring the budgets and budget modifications.
- ◆ Will monitor various funding sources.
- ◆ Will assist with coordinating and preparing for audits.
- ◆ Assist with 401(K) audit.
- ◆ May prepare financial reports as necessary.
- ◆ Attends training as required.
- ◆ Process Payroll, review employee entrees for errors, enter all payroll changes, send monthly department payroll totals to Ho-Chunk Nation Insurance for insurance invoice, and all associated payroll functions.
- ◆ Update policy and procedures as needed.
- ◆ Other duties as assigned by supervisor.

QUALIFICATIONS:

- ◆ Graduation from a 4-year accredited college or university with a Bachelor's Degree in Accounting or a 2-year Associate Degree with a minimum of five (5) years related Accounting experience.
- ◆ Must have knowledge of tax laws, bank reconciliations, and double entry accounting.
- ◆ Must have understanding of GAAP accounting.

- ◆ Knowledge of computer programs and operations, with emphasis in accounting systems, IT experience a plus.
- ◆ Preferred experience in governmental and/or non-profit accounting.
- ◆ Preferred experience in HUD Housing accounting.
- ◆ Must be detailed oriented, self-motivated, and able to work independently.
- ◆ Valid driver's license and proper insurance may be required.
- ◆ Preference will be provided to Native Americans.