



Ho-Chunk Nation

Job Description



TITLE: Accountant-Treasury		JOB CODE: ACCA
Government – Employee		EEO: 2
Non-Exempt	Flex	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

Accountants are responsible for performing all accounting functions assigned within the Treasury Department. The primary goal is to analyze financial information in order to create and maintain accurate financial records and reports for the Ho-Chunk Nation. Also responsible for preparing, examining, or analyzing accounting records, financial statements, and/or other financial reports for accuracy, completeness, and conformance with GAAP and GASB.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Daily review and post journal entries prepared by other Accountants and Junior Accountants in accordance to GAAP (Generally Accepted Accounting Principles) and GASB (Government Accounting Standards Board).
2. Daily respond to financial inquiries by gathering, analyzing, summarizing, and interpreting data.
3. Use current technology (scanning, pdf software, etc.) for daily document retention.
4. Daily maintain subsidiary accounts by verifying, allocating, and posting transactions that ensure accurate balances in the subsidiary ledgers.
5. Assist accounting manager in the preparation of the monthly, quarterly, and annual financial statements in accordance to the Ho-Chunk Nation’s Finance Manual, GAAP, and GASB.
6. Monthly reconcile assigned accounts in accordance to GAAP (Generally Accepted Accounting Principles) and GASB (Government Accounting Standards Board).
7. Annually research and report any deficiencies or improvement recommendations in internal controls or accounting principles to the Accounting Manager.
8. Annually pursue continuing education opportunities to keep current on accounting principles, GAAP, and GASB.

JOB RESPONSIBILITY

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	None
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	Monitors expenditures
Customer Accountability	Interfaces with officials and executives, regulatory authorities, outside and inside customers
Freedom to Act	Subject to general input and regular review by supervisor



MINIMUM QUALIFICATIONS

EDUCATION:

1. Must have a (4) year degree in accounting.

ESSENTIAL:

1. No convictions for any felony or for misdemeanor involving dishonesty.
2. Valid driver's license, dependable transportation and proper insurance.

EXPERIENCE:

1. Must have 2-4 years of working experience in the accounting field.
2. Prefer experience with AS 400 software.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Strong verbal and written communication skills.
2. Ability to maintain confidentiality and follow directions and procedures.
3. Strong understanding of accounting theory, principles, and practices
4. Familiarity with relevant FASB and GASB requirements.
5. Proficiency with accounting applications, spreadsheets, word processing.

WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy work place environment.
2. The department manager ensures that all employees of the department receive appropriate training, counseling, and understand all of the applicable procedures so that they can safely do their assigned work.

WORKING CONDITIONS

1. Work in an office setting.
2. See Physical Demands Worksheet.