



Ho-Chunk Nation

Job Description



TITLE: Bookkeeper		JOB CODE: BKKP
Government – Employee		EEO: 6
Non-Exempt	No 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

Bookkeepers calculate the amount owed from source documents to prepare and verify the accuracy of vouchers. Bookkeepers also maintain and record various enterprise transactions.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Daily responsibility for reviewing vouchers prepared by Departments outside of Treasury and/or assigned group of accounts and/or funds.
2. Vouchers are done daily. They come into Treasury through the E-voucher system. Vouchers are examined for proper supporting documentation, which include original invoice and any required documentation. Vouchers are proofed to insure accuracy and consistency for all departments.
3. Bookkeepers are responsible for vendor set-up and manage vendor information. This information is emailed to the AP help line from departments or found on invoices that come in. This is done weekly.
4. Bookkeepers are required to learn detailed Ho-chunk Nation policies and contract requirements (e.g. government funded programs)
5. Expect daily rotation in assignments for the purpose of cross-training and to meet departmental needs.
6. Pay vendors by verifying vendor federal ID numbers, scheduling and preparing checks; resolving payment discrepancies and insuring credit is received for outstanding memos; issuing stop payments or purchase order amendments performed daily with check runs.
7. Maintain historical records by filing and scanning documents, which are performed weekly.
8. Contribute to month-end team effort, to accomplish proper closing of the month activities.
9. A minimum of quarterly, during a fiscal year, Accounts Payable team pull requested documentation for Audit.

JOB RESPONSIBILITY

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	None
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	None
Customer Accountability	Interfaces with inside and outside customers, officials & executives
Freedom to Act	Subject to general input from supervisor

MINIMUM QUALIFICATIONS

EDUCATION:

1. Two (2) year business degree from an accredited college or university.

ESSENTIAL:

1. No convictions for any felony or for a misdemeanor involving dishonesty or breach of public trust.

EXPERIENCE:

1. Minimum of two years' experience as a bookkeeper, accounts receivable clerk, or accounts payable clerk

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Ability to maintain confidentiality and follow directions and procedures.
2. Understand basic accounting principles and practices.
3. Use spreadsheets, database file systems and AS400 software
4. Work with desktop computers to access, modify and record loan data.

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.