



HO-CHUNK NATION
DEPARTMENT OF PERSONNEL



POSITION: ACCOUNTANT - TREASURY

DEPARTMENT	JOB CODE	PAY GRADE
GOVERNMENT	ACCA	15

SUMMARY: The Accountant is responsible for performing all accounting functions within the Treasury Department.

DUTIES & RESPONSIBILITIES:

1. Coordinate work of persons under direct supervision.
2. Apply knowledge of accounting theory and specific program or enterprise requirements to manage the general ledgers for an assigned group of funds.
3. Deal directly with program or enterprise financial personnel who are not part of the Department of Treasury to effectuate correct and consistent central recording of financial transactions.
4. Verify that general ledgers are clean and tie to other funds, with respect both to balance sheets and income statements; and that the balance sheet values represent real and verifiable assets and liabilities.
5. Prepare journal entries to properly record transactions.
6. Monitor budget variances and verify that transactions comply with tribal policy and any applicable contract requirements, both formally and substantively.
7. Recommend corrections of any deficiencies in internal control or accounting procedures that exist at the site of the program or enterprise.
8. Verify that figures reported on separate forms as prescribed by contract agree with general ledgers.
9. Develop professional skills through personal and tribal-supported continuing education.
10. Be amendable to cross training and rotation in assignment of funds to be managed.
11. Develop and update accounting process manuals for various department procedures.
12. Perform other duties as assigned by supervisor.

REQUIRED SKILLS & ABILITIES:

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. Prefer experience with AS 400 software.

MINIMUM QUALIFICATIONS: (REQUIRED KNOWLEDGE & EXPERIENCE)

1. Must have four (4) year degree in accounting.
2. Must have 2-4 years of work experience in the accounting field.
3. No convictions for any felony or for a misdemeanor involving dishonesty.
4. Willingness to comply with tribal drug-testing policy.
5. Valid driver's license, dependable transportation and proper insurance.

WORKING CONDITIONS:

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

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

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

EEO: 2

NON-EXEMPT

FLEX

Funding Source: NPD

Approved: by IPC 02.07.95 Admin. 11.08.07/07.29.11 Legislature 02.16.99/02.22.05/11.19.07/08.08.11

Resolution 01.08.08A

Exempt status changed: 02/01/06 per Libby Fairchild

PO Box 667, W9814 Airport Road, Black River Falls, WI 54615
Ph. 715-284-4361 800-232-0086 Fax 715-284-9465