Ho-Chunk Nation
Job Description

TITLE: JUNIOR ACCOUNTANT			JOB CODE: JACT
GOVERNMENT	EEO: 2		PAY GRADE: 12
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

The Junior Accountant is responsible for maintaining financial records and recording financial transactions within the Department.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Deal directly with programs or financial personnel to effectuate correct and consistent central recording of financial transactions on a daily basis.
2. Apply knowledge of accounting theory and specific program or division requirements to manage the general ledgers for an assigned group of funds on a daily basis, and abiding by 5 HCC § 5 (Finance Manual).
3. Maintain and record business transactions. i.e. receive and record accounts receivable payments into the appropriate accounting software, and/or spreadsheets, prepare journal entries.
4. Prepare and process requisitions, and vouchers for accounts payable transactions, on a daily basis. Abide by 5 HCC § 9 (Materials Management Policies and Procedures Manual)
5. Monitor budget line items; maintain manual and electronic ledgers on daily basis. Abide by 2 HCC § 4 (Appropriations and Budget Process Act)
6. Investigate budget variances and verify transactions comply with tribal policy and any applicable contract requirements, both formally and substantively on a daily basis.
7. Generate reports and forward to appropriate personnel for reconciling general ledger. i.e. including but not limited to accounts payable, accounts receivables, revenues, deferred revenues, and/or billing reports, on a monthly basis.
8. Correspondence with tribal members regarding payments and account inquiries, on a daily basis.
9. Perform other duties as assigned and relevant to this job description.

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, interfaces with regulatory authorities, interfaces with outside customers, interfaces with inside customers.
Freedom to Act	Operates with significant independence, subject to general input from supervisor, subject to regular review by supervisor

MINIMUM QUALIFICATIONS
EDUCATION:
1. Must have two (2) year degree in Accounting or its equivalent.

ESSENTIAL:
1. No convictions of any felony or misdemeanor involving dishonesty.
2. Valid driver's license, transportation, and proper insurance.
3. Annually pursue continuing education opportunities to keep current on accounting principles, GAAP and GASB.

EXPERIENCE:
1. Must have one (1) to two (2) years of work experience in the accounting field.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED
1. Knowledge of the GAAP (Generally Accepted Accounting Principles) and GASB (Government Accounting Standards Board).
2. Ability to communicate orally and in written form effectively.
3. Ability to maintain confidentiality and follow directions and procedures.
4. Familiarity with standard concepts, practices and procedures within the accounting field.
5. Proficiency with accounting applications, spreadsheets, word processing.
6. Ability to multi-task.
7. Maintain a filing system.

WORK PLACE RESPONSIBILITY
1. Maintains a safe and healthy work place environment.
2. Receptive to cross training and rotation in assignments of funds to be managed.
3. Correspond with the general public, other tribal departments, other tribal employees, and tribal members with tact, courtesy, respect, objectivity, and maturity.

WORKING CONDITIONS
1. Work in office setting.
2. Occasional travel required.
3. See physical demands worksheet.