



Ho-Chunk Nation

Job Description



TITLE: ACCOUNTING SYSTEM ADMINISTRATOR		JOB CODE: ACSA
GOVERNMENT - EMPLOYEE		EEO: 2
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

Performs duties as an Accounting System Administrator to manage the Department of Treasury's financial data in accordance with Tribal Policy and functional requirements.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Create, develop and maintain standardized as well as ad-hoc reports within available report writing packages for Treasury and various other staff as needed or on daily basis.
2. Manage the design and development of databases and related master files on a regular daily basis.
3. Serve as a content expert and trainer on reporting packages and Business Intelligence software each month.
4. Monitor system utilization, performance and capacity, researches, recommends and implements areas for growth on a daily basis.
5. Serve as a de facto liaison between Treasury and IT on a daily basis.
6. Monitor any misuse of access permissions of the accounting systems to Treasurer on a weekly basis.
7. Provide training, support and guidance for all Treasury personnel using the accounting software on a regular daily basis.
8. Coordinates contributions within support areas to develop and improve functionality of systems and software annually.
9. Configure and support software solutions in line with Treasury processing of checks, W2Gs, 1099s, ACH payments, tribal member distributions, and loan processing on a daily basis.
10. Must complete, maintain, and attend training and development programs, to continue current computer proficiency skills, at minimum annually.
11. Perform diagnostic tests and resolves issues to optimize departmental and staff performance.
12. 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 Principles) and GASB (Government Accounting Standards Board).
13. Daily response to financial inquiries by gathering, analyzing, summarizing, and interpreting data.
14. Maintain daily subsidiary accounts by verifying, allocating, and posting transactions that ensure accurate balances in the subsidiary ledgers.
15. Reconcile monthly assigned accounts in accordance to GAAP and GASB.
16. Annually research and report any deficiencies or improvement recommendations in internal controls or accounting principles to the Accounting Manager.
17. Other duties as assigned by supervisor relevant to Treasury.

JOB RESPONSIBILITY

Job Reports to	Supervisor – See Organizational Chart
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Leadership Accountability	Implements Operating Plans
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	Monitors expenditures
Customer Accountability	Interfaces with inside and outside customers
Freedom to Act	Operates with significant independence

MINIMUM QUALIFICATIONS

EDUCATION:

1. Associates Degree of Applied Science.

ESSENTIAL:

1. Background in Tribal Government programs, gaming operations, HIPPA requirements.
2. Valid driver's license and proper insurance.

EXPERIENCE:

1. Four (4) years of focused job experience.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Accounting knowledge in order to support the Accounting software (Payroll, A/R, A/P, G/L, Tax Reporting, year-end closing).
2. Possess project management skills to lead the implementation process.
3. Advanced knowledge of trouble shooting, diagnosis and correction of computer programs and hardware.
4. Communicate both written and verbal form with all levels of users, staff, and external resources to coordinate complex projects on daily basis.
5. Knowledge of Windows server, Infor Lawson, workstation, and office products.
6. Ability to work cooperatively in a team environment or independently as needed.
7. Familiarity with relevant FASB and GASB requirements.

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 referenced.