

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Junior Accountant
Department: Accounting
Hourly Rate: \$15.00 - \$17.00
Full Time: 40 Hours
Exempt: No/Hourly
Supervisor: Accounting Manager
Posting Date: Public
Opens: May 17, 2023
Closes: Open Until Filled



Summary:

The Junior Accountant will assist and support Departmental Staff as necessary in the Tribal Accounting function.

Essential Duties and Responsibilities.

- Support with overflow of work of other Accounting Personnel, or in other Accounting Personnel absence, when assigned and necessary.
- Scan and maintain reports, supporting documents and worksheets into the electronic record storage system.
- Review and enter Purchase Orders in accordance with Tribal Procurement Policy
- Complete, review and enter vouchers for check preparation as necessary.
- Process and disburse accounts payable checks as necessary.
- Enter approved program budgets and any budget modifications.
- Review, interpret, analyze and adjust financial records as necessary.
- Create, coordinate and release contract/grant financial reports to Federal, State and Private funding agencies.
- Assist in the yearly budget preparation process.
- Meet monthly with the Program/Department staff to address financial issues.
- Assist with maintaining complete contract/grant files.
- Perform bank account reconciliation as necessary.
- Compliance with Tribal, Federal, State and various Private policies and regulations.
- Perform other duties as assigned.

Qualification Requirements: Candidate must have experience in handling and processing Federal financial reports and be knowledgeable in the compliance of Federal and State contract and grant regulation or the ability to obtain the information without the need for assistance. Must also be familiar with, and able to adhere to, Generally Accepted Accounting Principles.

Education and/or Experience:

Required:

Candidate must possess the following:

- A minimum two years' experience in the field of Accounting.

Preferred:

Candidate who possesses a minimum of a two-year degree in Accounting and/or experience in the field of Governmental Accounting with working knowledge of MIP accounting software.

Other Skills and Abilities:

Required:

- Must be able to be bondable under the organization's insurance carrier.
- Be able to perform assigned duties with limited oversight and minimal direction.
- Strong initiative and self-motivation, with a strong work ethic and attention to detail.

- Possess the ability to communicate effectively with others and possess strong interpersonal/customer service skills.
- Have basic knowledge of office equipment, including facsimile machine, scanning unit, copier and other essential equipment necessary to perform daily administrative functions.
- Have advanced computer skills, knowledge of word and spreadsheet software programs.
- Must possess a valid Wisconsin driver's license and meet eligibility for tribal insurance.
- Must maintain strict confidentiality.

Background Check:

This position is contingent on ability to pass background check which is a requirement of the position. Candidate must meet the requirements to be bondable and required to possess and maintain a valid Wisconsin driver's license.

Language Skills:

Strong computer skills.

Reasoning Ability:

Experience working with accounting software.

Physical Demands: The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be physically able to perform all job duties. Walking, standing, bending, stooping, and occasional lifting up to 25lbs and/or carrying for short distances.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position is subject to inside and outside work. The noise level may be moderate to loud.

Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

**Bad River Tribe
Attn: Human Resources
P.O. Box 39
Odanah, WI 54861**

<http://www.badriver-nsn.gov/>

Application material may also be emailed to:

HRmanager@badriver-nsn.gov

HRassistant@Badriver-nsn.gov