

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Accounting Assistant Class 2

Department: Accounting

Hourly Rate: \$10.00- \$15.00/hr.

Full Time: 40Hrs/Week

Exempt: No/Hourly

Supervisor: Accounting Manager

Posting Date: In-House

Opens: January 19, 2024

Closes: January 25, 2024, at 4:30 pm

Posting Date: Public

Opens: February 7, 2024

Closes: February 21, 2024, at 4:30 pm

Posting Date: Public

Opens: February 22, 2024

Closes: Open Until Filled



Summary: Assist the Accounting Department with the various accounting and administrative functions necessary for the Accounting Department to operate efficiently, effectively, and under Tribal Policies.

Essential Duties and Responsibilities include the following, and other duties as assigned.

- Review daily submissions for accuracy, proper authorization, required supporting documentation, etc.
- Answer telephone, direct calls and take messages for the Accounting Department.
- Collect, count, and receipt money, when requested and/or as required by the Accounting Department.
- Scan documents into the electronic record storage system.
- Classify, sort, and disburse weekly Payroll Checks.
- Compile, copy, sort, and file records of office activities, business transactions, and other activities.
- Develop, organize, and maintain documents, and other data as assigned.
- Type, format, proofread and edit written correspondence and other written documents.
- Assist in the implementation and enforcement of Accounting Policies and Procedures.
- Assist in the overflow of work of other Accounting Personnel, or in other Accounting Personnel's absence, when assigned.
- Duties include, but are not limited to, Accounting Payable entries, check preparation, account reconciliations, bank deposits, and general journal entries.
- Maintain strict confidentiality.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Required:

- Must have a High School Diploma or its equivalency.

Preferred:

- An associate degree is desired, but not required.

- Must have two (2) or more years of experience in the administrative and/or accounting field is desired but not required.

Other Skills and Abilities:

Required:

- Must be able to be bondable under the organization's insurance carrier.
- Have basic knowledge of both accounting and administrative functions.
- Have basic knowledge of office equipment, including facsimile machines, a scanning unit, and other essentials necessary to perform daily administrative functions.
- Be able to perform assigned duties with limited oversight.
- Have basic computer skills, including knowledge of word and spreadsheet applications, and other essential office applications.

Background Check:

- This position is contingent on the ability to pass a required background check. This position required for eligibility a check to see if you meet the requirements to be bondable.
- This is not a required driver position; however, will check to see if has a valid Wisconsin driver's license and meets eligibility for tribal insurance.

Language Skills:

- Have strong verbal and written communication skills.

Reasoning Ability:

- Ability to interact with the clients/employees, tribal programs, and other agency personnel with objectivity and courtesy.

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. Sedentary work with some standing and walking required. Occasional lifting up to 25lbs.

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. The noise level in the work environment is usually moderate.

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