



**LAC COURTE OREILLES
COMMUNITY HEALTH CENTER**
13380 W Trepania Road • Hayward, Wisconsin 54843-2186

Telephone: 715-638-5100
Administration Fax: 715-634-6107
Medical Records Fax: 715-634-2740

Position Description

Position: Accountant II
Location: Lac Courte Oreilles Community Health Center
Salary Range: Negotiable
Posting Date: April 4, 2019
Closing Date: Until Filled

Description of Position:

The Accountant provides financial information to management by researching and analyzing accounting data; preparing reports. Summarize current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports. Substantiates financial transactions by auditing documents. Maintains accounting controls by preparing and recommending policies and procedures. Will assist in the responsibility for full charge bookkeeping, including maintaining the LCO-CHC'S financial records, monthly billing, billable time tracking and reports for review by management. This includes, but is not limited to: accounts receivable and payable, weekly, monthly, quarterly and yearly business reports. Will create financial transactions and generates reports from that information. The creation of financial transactions includes posting information to accounting journals or accounting software from such source documents as invoices to customers, cash receipts, and supplier invoices. Will accurately record and review all financial data as assigned.

Qualifications:

1. Associate's degree in accounting or business administration preferred, or equivalent business experience required.
2. Tribal Grants Management Certification required.
3. Knowledge of bookkeeping and generally accepted accounting principles.
4. Must be proficient in Accounting Systems, MS Office software and other business office systems. Preference will be given to candidates with a working knowledge of the MIPS accounting software package.

5. Ability to handle multiple tasks simultaneously and in a timely manner.
6. Must pay close attention to details and be very accurate when recording data.
7. Be ethical and maintain the confidentiality of financial records.
8. Possess strong communication skills and be able to work in a professional manner at all times.
9. Experience and knowledge in bookkeeping, and generally accepted accounting principles (GAAP).
10. Have demonstrated ability to make sound professional decisions.
11. Be self-directed and self-motivated.
12. Must have a valid WI Driver's License
13. Valid vehicle Insurance
14. Must be able to pass background check
15. Must pass a pre-employment drug testing and random drug testing
16. Ability to maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPAA Regulations

Duties and Responsibilities:

1. Prepares asset, liability, and capital account entries by compiling and analyzing account information.
2. Documents financial transactions by entering account information.
3. Recommends financial actions by analyzing accounting options.
4. Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
5. Substantiates financial transactions by auditing documents.
6. Maintains accounting controls by preparing and recommending policies and procedures as assigned by the Fiscal Manager.
7. Guides accounting clerical staff by coordinating activities and answering questions.
8. Reconciles financial discrepancies by collecting and analyzing account information.
9. Secures financial information by completing data base backups.
10. Maintains financial security by following internal controls.
11. Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
12. Complies with federal, state, and local financial legal requirements.
13. Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
14. Maintains customer confidence and protects operations by keeping financial information confidential.
15. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
16. Contributes to team effort by accomplishing related results as needed.
17. Full charge bookkeeping including all month and year end journal entries.
18. Maintain all client accounts of time, billings and payments.
19. Collection of accounts receivable when necessary.
20. Maintain the petty cash fund.

21. Record income and outflow of money, property and other financial assets.
22. Purchase supplies and equipment as authorized by management when needed.
23. Prepare all monthly client invoicing and vendor payments for the Health Director/CEO's approval.
24. Reconcile credit card receipts and statements monthly. Track credit card receipts for client invoicing and pay cards in a timely manner.
25. Keeping records and tracking of all company assets purchased and in use. Update records when assets are removed and no longer in use. Report to the Fiscal Manager.
26. Prepare weekly, monthly, quarterly reports and financial analysis reports including but not limited to financial statements, client budget reports, accounts receivable reports, etc.
27. Responsible for follow up phone calls/emails and letters to track billing records, payment requests, bank statements, anything financial that needs follow-up, etc.
28. Assemble information for external auditors for the annual audit.
29. Maintain an orderly accounting filing system.
30. Provide advice and assistance in making decisions in the areas of finances, analysis, financial software and accounting as requested by the Fiscal Manager.
31. Calculate variances from the budget and report significant issues to management.
32. Provide clerical and administrative support to management as requested.
33. Follow accounting policies and procedures.
34. Working cooperatively with the LCO Tribal Government Finance department.
35. Reporting of Adverse Incidents.
36. All other duties assigned by the Fiscal Manager.

Supervision and Guidance:

The Accountant will work under the direct supervision of the Fiscal Manager with oversight by the CEO Health Director.

***Applicants for employment with the Health Center must submit with the completed application form additional documents including the following:**

Letter of Interest
Resume
Credentials

Application Information:

Applications may be obtained from and submitted to:

Lac Courte Oreilles Community Health Center

Human Resources
13380W Trepania Road
Hayward, Wisconsin 54843
715-638-5132
715-634-6107 FAX
sklecan@lcohc.com

The Lac Courte Oreilles Community Health Center is an equal opportunity employer. Native American Preference will be given to candidates of equal or comparable qualifications.