



**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: Accounting/Grants Specialist
Location: Lac Courte Oreilles Community Health Center
Salary Range: Negotiable
Posting Date: January 8, 2020
Closing Date: Open Until Filled

Description of Position:

The Accounting Specialist will prepare and administer technical accounting and budgeting records, projections, and reports; coordinates, facilitates and participates in the development and administration of major and complex operating budgets, grant budgets and related fund accounts for the Lac Courte Oreilles Community Health Center. Will clarify and resolve technical and contractual issues and problems with grants that may arise, guides department staff on grant regulations and use of grant funds; performs complex, specialized grant accounting functions; complies with periodic financial support and record keeping work in the preparation, processing and maintenance of accounting, payroll and financial records for the Lac Courte Oreilles Community Health Center.

Qualifications:

- Associate's degree in accounting or business administration preferred, or equivalent business experience required
- 1 year of increasingly responsible experience performing financial analysis, reporting and records keeping duties.
- Tribal Grants Management Certification required.
- Must be proficient in Accounting Systems, MS Office software and other business office systems.
- Must be able to communicate verbally and demonstrate good customer relations.

- Ability to handle multiple tasks simultaneously and in a timely manner.
- Employees are occasionally required to stand, walk, and lift and carry records and documents weighing less than 20 pounds.
- Valid WI Drivers License
- Valid Vehicle Insurance
- Be able to pass background check
- Be able to pass pre-employment and random drug testing.
- Abide by all HIPAA rules and regulations

Duties and Responsibilities:

1. Maintains and verifies financial, statistical, or other fiscal records in connection with various local, regional, state and federal grants.
2. Clarifies and resolves technical and contractual issues and problems with grants, and guides department staff on grant regulations and use of grant funding.
3. Performs complex, specialized grant accounting functions; complies with periodic financial reporting and reimbursement submittal requirements.
4. Corresponds as assigned by the CEO Health Director with representatives from local, regional, state, and federal agencies regarding matters involving grant status, funding, reporting, and requirements. Communicates effectively, professionally, and cooperatively both verbally and in writing.
5. Coordinates and facilitates the preparation of the annual operating and capital improvement budgets for an assigned department involving complex fund structures and large scale capital improvement and redevelopment programs.
6. Researches and prepares budget expenditure projections, monitors and reports on budget expenditures; processes requests for budget adjustments and institutes fund transfers after approval by the CEO Health Director; reviews and verifies budget accounts, purchase orders, and bidding documentation; verifies and makes budget and expense adjustments.
7. Advises and assists managers and staff in researching and preparing the department's annual operating and improvement budget requests for grant purposes.
8. Answers questions and prepares social reports for department use in budget tracking and reporting; compiles budget documents and data for management review; participates in developing long-range financial forecasts and analyses.
9. Reviews invoices, travel expense requests and payment documentation for accuracy and proper coding; processes invoices for payment; answers questions from vendors and contractors regarding invoice and payment status; process purchase orders and requisitions for supplies and services.
10. Handle all approved requests for travel advances for the LCO-CHC employees.
11. Assist staff in preparing the request for processing, submitting registration payments, registering staff online, the delivering of travel packs, properly reconciling travel packs with the staff member, and recordkeeping of travel. Reconcile to achieve proper accounting for necessary staff travel.
12. Monitor the return of travel advances and notifying staff of outstanding travel packs.
13. Ensure all travel policies are properly followed and approved.

14. Communicate any outstanding travel packs to staff members.
15. Assist the Finance department staff in researching and reviewing departmental financial records and reports.
16. Administers contract payments and purchase agreements.
17. Maintains records of fees collected; prepares reports on fees collected; assists departmental directors in developing fee schedules for services provided.
18. May conduct research, make recommendations, coordinate, and report on grant applications and awards.
19. Collection of accounts receivable when necessary.
20. All other duties as assigned by the direct supervisor.

Supervision and Guidance:

The Accounting/Grants Specialist 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

Proof of any Stated Qualifications

Three (3) Current Letters of Recommendation

Academic transcripts

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.

