



**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:** May 16, 2019

**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:**

- A Bachelor's Degree in Accounting or Finance required
- 2 years of increasingly responsible experience performing financial analysis, reporting and records keeping duties.
- 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.
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. Assist the Finance department staff in researching and reviewing departmental financial records and reports. Provide supervision to the Finance department staff.
11. Administers contract payments and purchase agreements.
12. Maintains records of fees collected; prepares reports on fees collected; assists departmental directors in developing fee schedules for services provided.
13. May conduct research, make recommendations, coordinate, and report on grant applications and awards.
14. 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](mailto: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.*

05/17/2019