



**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: Fiscal Manager

Location: Lac Courte Oreilles Community Health Center

Salary Range: Negotiable

Posting Date: May 15, 2019

Closing Date: Until Filled

Description of Position:

The Fiscal Manager 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. Is responsible 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. Work in a professional manner with the LCO-CHC's Finance team. Responsible for Finance Team Leadership and Supervision.

Qualifications:

1. Bachelor's degree in Accounting required, CPA or Finance Degree preferred
2. Possess strong communication skills and be able to work in a professional manner at all times.
3. Experience and knowledge in bookkeeping, and generally accepted accounting principles (GAP).
4. Have demonstrated ability to make sound professional decisions.
5. Be self directed and self-motivated.
6. Be detail oriented, organized and accurate.
7. Be able to work proficiently and efficiently in a timely manner

8. Possess computer skills, including a working knowledge of common software Programs, such as the MIPS systems.
9. Must have a valid WI Driver's License
10. Valid vehicle Insurance
11. Must be able to pass background check
12. Must pass a pre-employment drug testing and random drug testing
13. 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.
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 by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions. Including grants management programs.
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. Prepare all monthly client invoicing and vendor payments for the Health Director/CEO's approval.
21. Reconcile credit card receipts and statements monthly. Track credit card receipts for client invoicing and pay cards in a timely manner.
22. 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 Health Director/CEO.

23. Prepare weekly, monthly, quarterly reports and financial analysis reports including but not limited to financial statements, client budget reports, accounts receivable reports, etc.
24. Responsible for follow up phone calls/emails and letters to track billing records, payment requests, bank statements, anything financial that needs follow-up, etc.
25. Provide advice and assistance in making decisions in the areas of finances, analysis, financial software and accounting as requested by the Health Director/CEO.
26. Working cooperatively with the LCO Tribal Government Finance department.
27. Supervise the Finance department employees with oversight by the Health Director/CEO.
28. Reporting of Adverse Incidents.
29. All other duties assigned by the CEO Health Director.

Supervision and Guidance:

The Fiscal Manager will work under the direct supervision of 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

Transcripts

3 References

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.

05/15/2019