

JOB OPENING

JOB TITLE: Non-profit accountant
Classification: Full-time position
Location: Lac Courte Oreilles Ojibwe Community College
Salary: Dependent on degree and experience
Closing date: February 13, 2009
Starting date: As soon as possible
SUPERVISOR'S TITLE: Business Manager

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Safeguard assets and assure accurate and timely recording of all transactions by implementing disciplines of internal audits, controls and checks across departments.
- Report to the Executive Council and Board of Regents when necessary verbally and in writing.
- Manage the accuracy and productivity of day-to-day activities of accounts payable, cash disbursements, invoicing/billing, payroll, fixed asset records, general and entity accounting, and operations, etc.
- Develop, improve and issue timely financial records for Business Office Manager, Executive Council and Board of Regents.
- Interface with outside audit firm(s), banks and lenders, credit card companies, etc.
- Assure financial plans are consistent with organizational goals.
- Assure that assets are not awkwardly encumbered with personal guarantees or unrealistic commitments.
- Other duties as necessary.
- Reports to Business Office Manager

SUPERVISORY RESPONSIBILITY

Coordinate with the Business Office Manager the responsibilities or duties of Accounts Payable, Accounts Receivable, and coordinate preparation of payroll.

QUALIFICATIONS

Required Education and Experience: Minimum of a Bachelor Degree in Accounting or Associates degree in accounting with 5 years accounting experiences.

Language and Mathematical Skills: Ability to read, analyze and interpret technical procedures or government regulations; ability to respond effectively to the most sensitive inquiries and complaints. Have effective presentation and communication skills on controversial or complex topics to Board of Regents or Executive Council.

The accountant must be able to calculate figures and amounts for all bookkeeping, payroll, budgets and probability statements. Also, must use the utmost discretion in all presentations/correspondence and communication for staff, Executive Council and Board of Regents.

Working Conditions:

The Lac Courte Oreilles Ojibwe Community College is an alcohol and drug free working environment.

Application Process:

Please submit a cover letter, resume, official transcripts, three letters of recommendation and a completed LCOOCC job application (available on-line @ www.lco.edu) to:

Geraldine Whiteman, Human Resources Director
Lac Courte Oreilles Ojibwa Community College
13466 W Trepania Road
Hayward, WI 54843
(715) 634-4790 ext. 154
FAX: (715) 634-5049
gwhiteman@lco.edu

LCOOCC welcomes applications from all peoples, but follows a Native American preference policy when hiring.