



~JOB ANNOUNCEMENT~

Title:	Accountant I
Location:	<u>Lac du Flambeau Chippewa Housing Authority</u>
Salary:	<u>\$24.00-\$29.00/hr., 40 hours per week</u> (Based on Experience and/or Qualifications)
Fringe Benefits:	Medical (Premiums Reimbursable), Dental, Optical & 401K Retirement after 90-day probationary period.
Supervisor:	Executive Director
Requirement:	Mandatory Drug Test, random thereafter; WI Driver's License and proof of vehicle liability insurance.

APPLICATION (WITH RESUME OPTIONAL) DEADLINE DATE:

To CHA In-Person: Deadline 02/26/2026

BY Mail/USPS: Deadline 02/26/2026

Job Summary: The primary/overall responsibility of this position is to ensure the accuracy, allowability, allocability, reasonableness and necessary expenditures are deemed appropriate for each of the specific assigned grants. Monitor financial system for these specific grants. Budget forecasting and financial reporting are a must. Specific position responsibilities include but, are not limited to talent acquisition, compensation & benefits administration, employee relations, processing payroll and onboarding.

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

For a complete job description, go to www.ldfcha.org or call (715) 588-3348.



~JOB DESCRIPTION~

Title: **Accountant I**

Location: Lac du Flambeau Chippewa Housing Authority

Salary: \$24.00 - \$29.00 per hour depending on qualifications
40 Hours per week

Fringe Benefits: Medical (Premiums Reimbursable), Dental,
Optical & Matching Retirement
Benefits after successful completion of 90- Day probationary period.

Supervisor: Executive Director

Requirement: Mandatory Drug Test, random thereafter A WI Driver's License and proof
of vehicle liability insurance;

Job Qualifications: High school diploma or its equivalent required. A minimum of an
Associate's Degree in Accounting is required. A Bachelor's Degree is
preferred. Minimum 2 years of experience in Human Resources with
progressive duties focused around employee relations, recruiting, benefits,
compensation and/ or training required. Substitution among experience,
education, certification, and other relevant qualifications may be
considered.

A. DESCRIPTION OF DUTIES: The primary/overall responsibility of this position is to ensure the accuracy, allowability, allocability, reasonableness and necessary expenditures are deemed appropriate for each of the specific assigned grants. Monitor financial system for these specific grants. Budget forecasting and financial reporting are a must. Specific position responsibilities include but, are not limited to the following:

1. Effectively communicate with CHA Administration, Finance Officer/Accounting Supervisor, and departmental manager regarding contract documents, contract modifications, approvals, and any additional grant/contract concerns.
2. Maintain accurate & updated grant/contract information within the grant file..
3. Ensures that all specific grant budgets are in place and entered into the Accounting software system.
4. Review and become familiar with the restrictions within the grants/contracts and assist to ensure compliance is maintained.
5. Strive for complete accuracy in all avenues of work performed.

6. Meets regularly with CHA Administrator and Finance Officer.
7. Assist with assigned grant/contract budget modifications.
8. Assist Department Managers, Finance, Officer, and CHA Administrator in financial aspect of the annual IHBG-Indian Housing Plan (IHP) Budget and Annual Performance Report (APR).
9. Perform grant related posts award functions, such as Budget vs actual analysis, labor distribution changes, reconciliations etc.
10. Follow internal grant closeout process.
11. Prepares for annual audit but not limited to:
 - i. Works in conjunction with the Finance Officer in the Preparation of the SEFA (Schedule of Expenditures of Federal Awards).
 - ii. Analyze specific assigned grant programs and prepare any necessary close out journal entries (GFR & UR), transferring allowable expenses, etc.
 - iii. Works diligently with department managers and Finance Officer to close out programs for year end.
12. Assists in other areas of the department as needed and necessary—All other duties as assigned.
13. Process weekly/biweekly payroll.
 - i. Reconcile employee time cards with current payroll provider.
 - ii. Reconcile employee payroll ledgers and records for payroll deductions and taxes.
 - iii. Preparation, approval, and payment of weekly and/or biweekly miscellaneous payroll deductions.
 - iv. Process payroll contributions for 401k.
14. Filing of tax reporting.
 - i. Weekly and/or biweekly electronic federal tax payments
 - ii. Monthly State Tax withholding reports and electronic payment thereof
 - iii. Quarterly preparation of the federal tax report – 94
 - iv. Quarterly preparation of the State Unemployment Tax Act (SUTA)
 - v. and electronic payment thereof
 - vi. Reconciliation of all quarterly tax reports to W-2 form before W-2's is issued.
 - vii. Filing annual 1099 & 1096 annual summary to IRS.
15. Talent acquisition, compensation & benefits administration, employee relations and onboarding.

Essential Functions / Duties

1. Provide guidance to Accounting Clerk.
2. Provide suggestions and offer assistance.
3. Assists in training of new staff when necessary and provides technical assistance.
4. Ensure all staff are following internal processes/procedures and adhering to standards and guidelines.
5. Contribute input on performance evaluation of peers.
6. Participate in interview process
7. Work closely with Supervisor in developing and adhering to timelines for SEFA and annual audit requirements.
8. Work with Supervisor on regular basis (monthly-preferably) reports of concerns related to grants. Shall demonstrate ability to solve problems by offering solutions and recommend corrective action plan.

9. Assist in the development of new and necessary internal processes / procedures. To also include enhancements of existing ones.

E. EDUCATION:

- Minimum - An Associate Degree in Accounting is required. A Bachelor's Degree in Accounting is preferred.
- Substitution among experience, education, certification, and other relevant qualification may be considered.

F. EXPERIENCE:

- Three years minimum of state and/or federal grant involvement preferred.
- Some working knowledge of federal grants regulations/restrictions (typically acquired with experience)
- Must have a minimum of two years' experience in the following computer software programs and be able to demonstrate abilities in: Microsoft Word, Excel, or other related software.
- Some Knowledge of Electronic reporting and draw down systems is highly desired, but not necessary: E-LOCCS, Housing Data Systems (HDS), USDA Rural Development-Management Interactive Network Connection (MINC).

G SKILLS AND REQUIREMENTS:

- Must submit to and pass a background check.
- Must possess excellent oral and written communication, mathematical, interpersonal, management, organizational, time management, customer service, and conflict resolution skills.
- Proven ability to multi-task and produce accurate results in a fast-paced environment.
- Must be proficient with personal computers, word processing, spreadsheets, and other accounting related software with advanced skills using Excel.
- Must handle confidentiality with tact and diplomacy.
- Ability to effectively communicate financial information to non-financial Dept. Managers and / or Program staff
- Familiar with accounting fundamentals
- Ability to analyze, evaluate and summarize financial records for accuracy and conformance to procedures, rules and regulations.
- Must be able to interact in a professional manner.

H POSITION RELATIONSHIP:

1. **Internal:** Occasional contact with department manager and supervisors from applicable programs.
2. **External:** Continuous contact with outside grant funding agencies.

I. POSITION RESPONSIBILITIES:

1. **Planning and Scheduling:** Is responsible for own work activities.

2. **Budgeting and Forecasting:** Develops and forecasts budgetary needs related to specific programs they monitor for the approval of the Accounting Supervisor. Assists in annual General Budgeting Process.
3. **Responsibility for establishing objective, policies, or standards:** May be responsible for standard procedures for specifics within job functions.
4. **Impact of Decisions:** Accounting Staff are expected to address any and all questionable expenditures that may result in a serious negative impact and /or the credibility of the Lac du Flambeau Chippewa Housing Authority, as unnecessary activity may expose the organization to litigation activities. Any intentional or non-intentional disclosure of confidential information will be grounds for termination.

J. SUPERVISION RECEIVED: Performs job responsibilities receiving direction and supervision from the Finance Officer.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Majority of responsibilities are performed in a normal office environment.
2. **Exposure to Hazards:** May be exposed to situations where spills, wet floors or associates behaviors may create undesirable conditions.
3. **Physical Requirements:** Sitting, walking and keyboarding for extended periods of time is required. Occasionally must be able to lift up to 20 pounds.

L. BEHAVIORS: The vision, goals, and objectives of the Lac du Flambeau Chippewa Housing Authority requires the Accountant I to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance.

Service

- Attendance record indicates consistency in being on the job and being punctual; these qualities are a necessity
- Neat and professional appearance
- Cooperative and willing to help in any way needed to provide good customer service
- Respect the dignity of each co-worker and customers
- Must be friendly and cheerful
- Ability to complete all necessary record keeping within a designated amount of time

Presence

- Respect the right to privacy for customer
- Maintain strict/absolute confidentiality and trustworthiness
- Cooperates with co-workers
- Listens attentively to concerns and responds with a positive approach
- Recognize conflict, understand appropriate methods to address/resolve conflict; including one-on-one or seek assistance from supervisor or other key staff.

OTHER:

- This is a non-remote position.
- Must attend all mandatory meetings and participate in the training of the departmental policies and procedures.

Communications

- Verbal communication with Finance Officer or designee to report accurate message and information.

Time and Work Management

- Complete daily work assignments within an appropriate time frame
- Organize and maintain filing system
- Demonstrate flexibility in response to unexpected changes in work volume, emergencies, staffing or scheduling changes.

Professionalism

- Seeks ways to improve knowledge and skills through continuing education
- Promote a cohesive environment and interact effectively and professional with peers and other department personnel; e.g., conflict resolution, communication of concerns, positive problem resolution.
- Maintain absolute confidentiality.

SIGNATURES:

Employee

Date

Manager

Date

CHA Administrator

Date

HR Director

Date