

**Position:** PROGRAM ACCOUNTANT

**Salary:** \$22- \$26/hour, dependent upon qualifications

**Location:** St Croix Tribal Center  
Hertel, WI 54845

**Department:** Finance

**Responsible to:** CFO

**Duties and Responsibilities:**

1. Prepare and maintain assigned program journals and ledgers which include but are not limited to disbursement, receipts, general and subsidiary ledgers.
2. Prepare and maintain assigned programs' draws and financial requests.
3. Assist in the development of budgets, grants and contracts. Analyze budget patterns and project expenditures.
4. Oversee the preparation of working papers and approved budgets; ensure that expenditures for budgets, and grants and contracts are monitored and that reports are prepared to maintain balanced accounts.
5. Initiate and process journal entries into various accounts. Reconcile sub-ledgers to the general ledger and resolve differences.
6. Keep abreast of laws and regulations that ensure the level of professional expertise to maintain up-to-date compliance.
7. Use appropriate rates, such as indirect and benefit rates for proposed budgets. Review budget justifications to ensure they relate to budgeted dollars. Ensure compliance with all relevant agency regulations and restrictions.
8. Oversee budget accounts once award(s) has been granted or contract(s) signed. Provide oversight for the expenditure of funds: ensure that funds are expended according to sponsoring organization's stipulations.
9. Confer with appropriate internal and external administrative offices to ensure that required procedures are followed. Provide instruction and answer questions relating to budget procedures and serve as liaison between program managers and their areas oversight. Identify budget issues, provide alternative solutions and resolve problems.
10. Monitor, code and approve expenditures throughout the budgetary period.
11. Uses various software applications, such as spreadsheets, to assemble, manipulate and /or format data and/or reports.
12. Will be required to prepare the following: deposits, code accounts receivable, disbursement vouchers, wire transfers or data enter information.

13. Must be willing to travel as necessary for continued education seminars and to attend required granting agency conferences, when needed.
14. Exchange non-routine information using tact and persuasion as appropriate requiring good oral and written communication skills.
15. Other duties may be required and assigned as related to position.

**Qualifications:**

1. (Preferred: Bachelor's degree in accounting) or 2-year degree in accounting with 7 years of relevant experience.
2. Must be dependable and punctual; possess the ability to maintain strict confidentiality.
3. Must be 10-key fluent; computer literate and have experience with an integrated computerized accounting system, preferably MIP.
4. Must have working knowledge of the concepts, theories, principles and practices of general and cost accounting, governmental accounting, auditing, budgeting and analysis of financial statements.

**NATIVE AMERICAN PREFERENCE GIVEN IN ACCORDANCE WITH P.L. 93-638.**

**Posting Date** 2/25/2020

**Closing Date** Until Filled

Submit application and resume to: Jackie Mallory  
Human Resources  
St. Croix Tribal Center  
24663 Angeline Ave,  
Webster, WI 54893

Email: [jackiem@stcroixojibwe-nsn.gov](mailto:jackiem@stcroixojibwe-nsn.gov)

Phone: (715) 349-2195 x 5413

Fax: (715) 349-7811

A Drug Screening will be required as a condition of employment