



Position Title: Accounting Assistant	Reports to: Comptroller
Department: Finance	FLSA Status: Non Exempt
Classification: Regular Full Time	Benefit Eligibility: Yes, Full Time Benefits
SOC Code: 43-3031	Last Updated: 01/22/2017
Home Campus: Keshena Campus	Pay Grade: Keshena Hourly Grade 8 (\$12.80-\$16.00)
Grant Funded: Not Grant Funded	Application Deadline: 03/22/2017 @ 4PM

Position Summary: An employee in this job corrects, processes and reconciles a wide variety of accounting documents such as invoices, departmental billings, employee reimbursements, cash receipts, and vendor statements; reviews and code financial information; prepares and processes documents to disburse funds, makes deposits and prepares reports; compiles and reviews information for accuracy; and maintain records. Work is performed by applying knowledge of accounting terminology and using spreadsheets and/or automated accounting systems.

Position Responsibilities & Duties:

- Prepare and submit grant invoices
- Develop donation tracking procedure
- Code, post, and all revenue transactions
- Reconcile credit card receivable transactions
- Prepare and reconcile weekly deposits and withdrawals
- Monitor program accounts for non payment and delayed payment
- Check, verify, and process invoices
- Prepare payments for signature
- Sort, code, and enter accounts payable data
- Analyze discrepancies and unpaid invoices
- Maintain vendor files
- Collect, confirm, and process timesheets and overtime
- Verify payroll taxes and other deductions
- Prepare and distribute payroll checks
- Track employee vacation and sick time
- Update, verify and maintain accounting journals and ledgers and other financial records
- Assist in the review all cost transfers for accuracy of accounting data
- Assist in month end reporting procedures
- Monitor all accounts for fiscal budget spending
- Find and use accounting data to resolve accounting problems and discrepancies
- Assist with employee expense reports
- Perform filing and general administrative tasks
- Liaise with other departments/programs/vendors
- *Monthly SUTA payment
- Gather data for and file 1095 ACA reports
- Reconciliation of credit card statements
- State tax withholding payments/tax levy payments
- Assist with reconciliation of 941 quarterly reports
- 403B retirement/loan weekly electronic payments
- Input new tax levy wage assignments
- Input new employee wage garnishments

- Monthly reconciliation of liability accounts
- Accounts Payable adjustment entries concerning payroll liabilities
- Creation of journal entries for miscoded payroll
- Enter notes for employee pay stubs for eligible vacation and personal time
- Uploading of weekly electronic direct deposit file in the absence of the accountant
- Input/change/update employee bank/direct deposit information
- Input/change/update employee state and federal tax information
- Other duties as assigned.

Minimum Qualifications-To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Minimum of a High School Diploma
- 3+ years of experience running payroll
- MS Office and knowledge of accounting software
- Knowledge of generally accepted accounting and bookkeeping principles and procedures

Desired Qualification:

- Associates degree in Accounting or Business Administration
- experience in a college setting preferred

Reporting to this Position: No direct reports

APPLICATION PROCESS

A complete application includes:

- Letter of Interest
- Current Resume
- Completed CMN application form (available under job opportunities at www.menominee.edu/Faculty_Staff.aspx?id=655)
- Copy of all college level transcripts (official transcripts required upon hired)
- Three professional letters of reference
- Copy of valid WI driver license
- Proof of relevant certificates or training
- Proof of Tribal enrollment status
- Proof of honorable or general military discharge paperwork (if applicable)

It is not the responsibility of CMN to notify applicants of missing documentation. Incomplete application packets will not be considered.

Application materials can be mailed to:

College Of Menominee Nation
Human Resources
P.O. Box 1179
Keshena, WI 54135.

And online application is available at: www.menominee.edu/Faculty_Staff.aspx?id=655

Posting closes at 4:00 PM March 22, 2017

**NOTE: Pre-employment drug testing is part of the hiring process.
EOE/MITW 82-10**