



**C**ollege of  
**M**enominee  
**N**ation  
**KESHENA • GREEN BAY**

Position Title: <b>Accountant</b>	Reports to: <b>Chief Financial Officer</b>
Department: <b>Finance</b>	FLSA Status: Exempt
Classification: <b>Regular Full Time</b>	Benefit Eligible: <b>Yes, Full Time Benefits</b>
SOC Code: <b>13-2010</b>	Last Updated: <b>07/18/2019</b>
Location: <b>Keshena Campus</b>	Posting Status: 1st Posting
Grant Funded: <b>Partially Grant Funded</b>	Application Deadline: 8/23/2019

**Position Summary:** The Accountant will supervise and evaluate the day-to-day accounting activities. Provide direction of accounting, budgeting, cash management, financial reporting and risk management. The position develops, documents and executes sound financial policies and procedures. The Accountant manages accounting, internal controls and related activities to insure compliance with tribal, local, state and federal laws.

**Position Responsibilities & Duties:**

1. Accounting
  - a. Prepare and publish timely monthly financial statements
    - i. Complete all monthly processing of the general ledger including journal entry input, posting of the ledger and ledger balancing
    - ii. Responsible for reconciliation of monthly bank statement and corresponding journal entries
    - iii. Maintain spreadsheet of all current year fixed asset additions through general ledger analysis and serial number and tagging procedure. A year end reconciliation is completed for the external auditors
  - b. Back-up and direct day-to-day financial operations of the College activities the financial Office Staff including Accounts receivable, accounts payable and payroll. Approving time reports, time off requests, etc.
  - c. Ensure quality internal control over financial transactions and reporting
  - d. Assist external auditors with various areas of fiscal audit including paperwork preparation and data compilation
2. Cash Management – Monitor and control cash flow
  - a. Compile information for all payroll transfers and payroll tax
  - b. Verify and transfer state appropriation monies received monthly as required
  - c. Projecting cash sources and uses
  - d. Preparation of cash forecast
3. Budgeting and Reporting
  - a. Budgeting and internal Reporting
    - i. Run monthly budget reports for disbursement to various administration and department heads. Calculate and report significant variances
    - ii. Assist Directors and Principle Investigators with annual budgets development, management and reports as requested
  - b. Grant Reporting
    - i. Prepare and provide 425 reports to outside funding sources as required
    - ii. Perform timely draw-downs of state and federal grant monies verifying and approving related invoices
    - iii. Review grant expenditures for compliance with funding source requirements
  - c. Other external reporting
    - i. Responsible for quarterly payroll tax reports including tax report and 941 report

- ii. HLC, IPEDS, SAM, DFI and EZ-Audit
- d. Provide financial analysis for special projects, capital purchases, campus ventures, pricing and contract negotiations
- 4. Risk Management and Compliance
  - a. Safeguard College Assets
  - b. Review insurance contracts
  - c. Ensure adequate Internal Control to ensure compliance with GAAP, FLSA, CFR-200, IRS, Department of Revenue and Work Place Development
- 5. Strategic Planning
  - a. Understands and appreciates the mission of the College of Menominee Nation and is able to relate it to all constituencies; aids in making decisions consistent with the mission and goals of CMN and role of Tribal Colleges
  - b. Participate in the development of and supports the college's strategic plans
  - c. Provide a visionary and leadership implementation role on behalf of all departments, creating well-respected and sought after department goals that support the Colleges Mission, Vision, culture and values
- 6. Policy and Procedure Development and Implementation
  - a. Establish a culture of Continuous Process improvement
  - b. Ensure excellent Customer Service
  - c. Develop, implement and administer the academic policies and requirements of CMN to insure relevance, reliability, and completeness of records.

#### **Minimum Qualifications-**

- 1. Education
  - a. Bachelor's degree in accounting or closely related field
- 2. Experience
  - a. Three years of related experience
- 3. Certifications and License - None
- 4. Specific Skills
  - a. Solid understanding of GAAP
  - b. An understanding of the mission and vision of the College of Menominee Nation, its educational and financial issues, and the role of Tribal colleges
  - c. Demonstrated collaborative, inclusive and transparent leadership skills
  - d. Grant and contract administration
- 5. Personal Traits
  - a. Dependability, Attendance and Punctuality
  - b. Communication Skills
  - c. Customer Service to Students, Staff, Vendors and Contractors
  - d. Judgement, Decision Making and Problem Solving
  - e. Innovation (Continuous Process Improvement)
  - f. Attitude, Enthusiasm, Cooperation,
  - g. Managing Change and Adaptability

#### **Physical Demands & Work Environment:**

Physical demands are classified as Light -lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds, with frequent walking, standing or sitting most of the time with some pushing and pulling of arm or leg controls. .

#### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-Performs administrative office functions-Constant

-Exposure to office/class room environment- Occasionally

-Exposure to shop or maintenance environment - Occasionally

**Tools & Equipment Used:** Office equipment including copy, scan, print, fax machines, computers, calculators, and telephones.

		1-33%	34-65%	67-100%			1-33%	34-65%	66-100%
		of time	of time	of time			of time	of time	of time
Activity	Never	Occasional	Frequent	Constant	Activity	Never	Occasional	Frequent	Constant
Bend	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Lift/Carry</b>				
Squat/Kneel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10 lbs or less	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Twist/Turn	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11-20 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21-30 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31-50 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	51-75 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handling/Fingering	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	76-100 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Push / Pull</b>				
Repetitive Motion	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12 lbs or less	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	13-25 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26-40 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	41-70 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Special Activities</b>					71-100 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand Control-L&R	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Tools</b>				
Foot Control-L&R	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Small Hand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Type/Keyboard	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Power	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drivers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Forceful Grip	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is exposed to an environment consistent with working in an office environment. The noise level in the work environment is usually moderate.

I have read and understand the expectations and physical requirements of this job description.

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

*The above noted job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the employee a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change so, too, may the essential functions of this position.*

## **College of Menominee Nation**

### **Job Performance Evaluation (Accountant)**

#### **1. Employee Information**

- a. Employee Name, Department and Title \_\_\_\_\_
- b. Performance Period \_\_\_\_\_ Discussion Date \_\_\_\_\_

c. Supervisor Name, Department and Title\_\_\_\_\_

## 2. Performance Factors

Please score the employee on each performance factor based on the statements provided. For score of 5. Outstanding and Below expectation please use the "Comments" section to explain. For a score of 1. Unsatisfactory please use the "Comments" section to explain and establish a goal for improvement. Please attach additional sheets or documentation if necessary.

- 5. Outstanding - Performance is consistently superior (**Must Explain**)
- 4. Exceeds Expectations - Performance is routinely above job requirements
- 3. Meets Expectations - Performance is regularly competent and dependable
- 2. Below Expectations - Performance fails to meet job requirements on a frequent basis (**Must Explain**)
- 1. Unsatisfactory - Performance is consistently unacceptable (**Must Explain and Include Goal**)

## 3. Position Responsibilities and Duties

- |  |    |    |    |    |    |
|--|----|----|----|----|----|
| a. Accounting                            | 5. | 4. | 3. | 2. | 1. |
| b. Cash Management                       | 5. | 4. | 3. | 2. | 1. |
| c. Financial Budgeting and Reporting     | 5. | 4. | 3. | 2. | 1. |
| d. Risk Management and Compliance        | 5. | 4. | 3. | 2. | 1. |
| e. Strategic and Financial Planning      | 5. | 4. | 3. | 2. | 1. |
| f. Policy and Procedure                  | 5. | 4. | 3. | 2. | 1. |
| Explanation for Scores of 5., 2., and 1. |    |    |    |    |    |

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## 4. College Criteria

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|---|----|----|----|----|----|
| a. Dependability, Attendance and Punctuality                    | 5. | 4. | 3. | 2. | 1. |
| b. Communication Skills   | 5. | 4. | 3. | 2. | 1. |
| c. Customer Service to Students, Staff, Vendors and Contractors | 5. | 4. | 3. | 2. | 1. |
| d. Judgement, Decision Making and Problem Solving               | 5. | 4. | 3. | 2. | 1. |
| e. Innovation (Continuous Process Improvement)                  | 5. | 4. | 3. | 2. | 1. |
| f. Attitude, Enthusiasm, Cooperation,                           | 5. | 4. | 3. | 2. | 1. |
| g. Managing Change and Adaptability                             | 5. | 4. | 3. | 2. | 1. |
| h. Explanation for Scores of 5., 2., and 1.                     |    |    |    |    |    |

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## 5. Next Year's Goals (Please make sure there is a goal for any area the employee received a score of 1.)

- a. Goal 1. \_\_\_\_\_
- b. Goal 2. \_\_\_\_\_
- c. Goal 3. \_\_\_\_\_

Employee Signatures: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's signature acknowledges receipt of the completed evaluation. It does not indicate agreement with the contents. The employee may include their own comments to rebut, correct, amplify or explain any content in their performance evaluation and attach a copy. Supervisor may attach additional comments

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_\_