



**WOLF RIVER**  
DEVELOPMENT COMPANY

# Accountant

## Wolf River Development Company

<b>First Posting:</b> Open to Enrolled Menominee Tribal Members only	
<b>Closing Date:</b> June 09, 2023	<b>Minimum Pay Rate:</b> \$21.07
<b>Status:</b> Regular/Full-time	<b>Created:</b> 09/21/2021

### General Overview of Job:

Under the general supervision of the Chief Financial Officer the purpose of this position is to assist in the overall duties of accounting for Wolf River Development Company and businesses owned by WRDC. The accountant will process and reconcile account documents such as invoices, departmental billings, cash receipts, vendor statements and journal vouchers. They will review and code financial information, prepare and process documents to disburse funds, make deposits and assist in preparing reports.

### Essential Functions:

- Reconciles daily and monthly transactions for all business units.
- Design, prepares, and maintains spreadsheets for all financial data.
- Assist with audit documents and audit processes.
- Coordinates and executes accounts payable activities and prepares invoices and monthly vendor statements.
- Compose and post journal entries when needed.
- Processes accounts payables and receivables including preparation of bank deposits and entering in accounting software.
- Prepares and processes weekly payroll including, processing, and tracking payroll deductions, wage garnishments and withholding orders.
- Assists in preparing month-end reports and information requests as needed.
- Assists with monthly depreciation and amortization.
- Compile and review information for accuracy.
- Perform related duties as directed.



### **Minimum Qualifications:**

Associates degree in accounting or related field required, along with two (2) years' experience in bookkeeping or accounting. Experience with Microsoft Office and accounting software.

### **Special Requirements:**

- Superior verbal and written communication skills.
- Proficient with Microsoft Office Suite or related software.
- Excellent presentation and facilitator skills.
- Adept with a variety of multimedia training platforms and methods.
- Excellent leadership skills.

### **Behavior Expectations:**

Must be able to work in a properly collegial relationship with co-workers. Must be able to interact with other departments in a spirit of compromise. Must be able to take on additional responsibilities in a spirit of cooperation and teamwork. Must be able to maintain an atmosphere of trust, fairness, and respect and be mutually supportive with co-workers. Must be able to maintain strict confidentiality.

### **To Apply:**

Submit resume to [HR@wolfriverdev.com](mailto:HR@wolfriverdev.com) and a fillable application will follow.

### **Required Information/Documents:**

- Resume
- 2- Authored Professional Document Samples (writing samples), with one being a spreadsheet or comparable documents showing financial tracking capabilities.
- If claiming Tribal Preference – copy of tribal enrollment (Tribal ID or CIB form, etc.)
- If claiming Veteran Preference – copy of honorable discharge paperwork.

### **Interview Process:**

Selected interview candidates may be required to participate in skills tests and a presentation/research project which may be administered virtually or in person at multiple sessions.

*Any questions can be directed to Human Resources at [HR@wolfriverdev.com](mailto:HR@wolfriverdev.com)*

*or by calling 715-802-4449*