



JOB TITLE: ACCOUNTANT

REPORTS TO: ACCOUNTING SUPERVISOR

CLASSIFICATION: NON-EXEMPT

PAY GRADE 9: STARTING AT **\$22.37/HR**

POST DATE:

CLOSE DATE: OPEN UNTIL FILLED

SUMMARY/OBJECTIVE: This position is responsible for accurately performing a variety of financial tasks related to the maintenance and record keeping requirements of the company's general ledger and in accordance with the established policies, procedures, and controls.

ESSENTIAL FUNCTIONS: Specific duties include, but are not limited, to the following:

- Ensure financial records are maintained in compliance with accepted policies and procedures.
- Ensure all financial reporting deadlines are met.
- Ensure accurate and timely monthly, quarterly, and year end close.
- Resolve accounting discrepancies and irregularities.
- Assist in financial audit preparation and coordination.
- Ensure accurate and appropriate recording and analysis of revenues and expenses.
- Reconciles all asset and liability accounts on a monthly basis
- Prepare monthly balance sheet schedules.
- Maintain inventory records and monitor transactions.
- Assist the Accounting Supervisor and Chief Financial Officer in journal entry supporting paperwork, bank reconciliation, financial report and budget comparison report preparation and distribution.
- Identify variations, fluctuations and deviations; provide assistance in the investigation of these items and report findings to the Accounting Supervisor.
- Document procedures and maintain internal accounting standards.
- Reviews accounts payable, payroll and daily sales reconciliations performed by the accounting assistants

OTHER DUTIES: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

EXPECTATIONS/ABILITIES:

- Strong attention to detail.
- Must be able to operate calmly while in a fast-paced environment.
- Strong commitment to customer service.
- Excellent interpersonal skills. Superior written and oral communication skills.
- Effective time management and organizational skills.
- Must be detail oriented.
- Ability to solve problems independently and within a team environment.
- Possess strong computer skills with proficiency in software including Microsoft Office.

SUPERVISORY RESPONSIBILITY: This position has no supervisory responsibility.

WORK ENVIRONMENT: This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, printers, phones, photocopiers, filing cabinets.

Last Revised 06.2022

LDF Business Development Corporation

P.O. Box 155

La du Flambeau, Wisconsin 54538

A wholly owned and operated instrumentality of the Lac du Flambeau Band of Lake Superior Chippewa Indians



PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. This is a largely sedentary role; however, standing, sitting, walking, bending, and being able to lift 50 pounds safely is required.

POSITION TYPE/EXPECTED HOURS OF WORK: This is a full-time, non-exempt position. Days and hours of work are primarily Monday through Friday, 8:00a to 4:30p. However, evening and weekend hours are required as job duties demand.

TRAVEL: Little to no travel is expected for this position.

REQUIRED EDUCATION AND EXPERIENCE:

- Associate degree in accounting or related field
- 3+ years of experience and/or training considered in lieu of education requirements.

PREFERRED EDUCATION AND EXPERIENCE:

- Bachelor's Degree in Accounting or related field
- 1+ years of experience performing the job duties required of the position.

CORPORATION STANDARDS: The foundation of success is found in meeting the following LDF Business Development Corporation expectations:

- Demonstrate an attitude of safety first.
- Possess work ethic consisting of loyalty, integrity, pride, perseverance, accountability, respect, and teamwork.
- Possess an ambition to succeed.
- Adhere to company policies and procedures.
- Represent the company in a positive and professional manner.
- Flexibility to work for extended hours to meet deadlines.
- Handle oneself with professionalism during stressful situations.
- Maintain a positive attitude and morale.
- Interact effectively with all members of the company and all outside associates.
- Consider long-term implications of decisions and actions.
- Work independently, exercise discretion, and make competent decisions.
- Comply with designated work schedule.
- Use company resources wisely.
- Maintain neat, clean, and organized workspace.
- Analyze and implement ways to improve individual and/or company performance.

EEO STATEMENT: LDF Business Development Corp. provides equal employment opportunities (EEO) to all team members and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. To the greatest extent feasible, preference will be given to qualified American Indians for employment opportunities.

REQUIRED PRE-EMPLOYMENT SCREENING: LDF Business Development Corp. is committed to a drug-free workplace. To qualify for this position, applicants must agree to pre-employment drug screening and potential random testing, as required thereafter.

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HOW TO APPLY: Please complete the online application at WWW.LDFBDC.COM and attach your resume to be considered for this position.

Additional information regarding the position may be found by contacting:

LDF Business Development Corp.

Attn: Human Resources

Po Box 155

Lac du Flambeau, WI 54538

715.388.0502 (Phone)

866.423.6104 (fax)

HR@LDFBDC.COM