



*Pride of the Ojibwe
13394 W Trepania Road
Hayward • Wisconsin • 54843
Phone (715) 634-8934 • Fax (715) 634-4797 • HR Fax (715) 699-1209*

Job Announcement

Position: Business Manager

Salary: Dependent on Qualifications

Terms of Employment: 1 FTE

Reports to: Charter School Director

Hours: Monday - Friday 8:00 am - 4:00 pm

Akii-gikinoo'amaading is a 6-12th grade project-based learning (PBL) school that will engage youth in indigenous science learning experiences that motivate them to be engaged global citizens through critical thinking and analysis of environmental issues and to explore STEM careers that meet future workforce needs for managing tribal resources. Akii-gikinoo'amaading is also a teacher-powered school, where management of the learning, program, and school is the responsibility of the instructional team with the assistance of a School Director that maintains oversight of daily operations.

The Business Manager serves as a support to the Director with respect to finance, human resources and facilities. They are responsible for the day-to-day fiscal operations at Akii-gikinoo'amaading Charter School including, but not limited to, documentation and reporting on routine fiscal services, mandated state/federal programs, enrollment and attendance, transportation, nutrition services, working with tribal finance departments, purchasing, service providers, and facilities. The successful candidate can perform complex data analysis, financial tasks and reporting, and works well independently as well as on a team.

Minimum Requirements

- A.A. Degree in Accounting, Finance, Business Administration or related field of study.
- Principles and practices of business financial/accounting services.
- Research methods and report writing.
- Proficiency with Excel and/or other accounting software.
- Three (3) years related experience in fiscal services.
- Effective oral and written communication skills.
- Highly organized, punctual with deadlines, and attentive to details.

Preferred Requirements

***LCO Tribal Government
Human Resource Dept
Business Manager***

- B.A. in Accounting, Finance, School Administration, Business Services or related field of study.
- Experience with school finance/budgets/reporting procedures.
- Experience with government funding/reporting.
- Experience in public school settings.
- Experience with nonprofit accounting procedures.

Duties/Responsibilities

Purchasing/Accounting/Finance:

- Coordinate purchase orders, approval and payment of all invoices for the district.
- Ensure all financial transactions are documented and balanced within Skyward Finance software and reconcile all district accounts.
- Provide accurate and timely financial updates and reports to School Board.
- Coordinate the annual external audit of all financial transactions within the district following the WUFARS accounting system.
- Manage and coordinate with various funding agencies.
- Assist with weekly payroll and end-of-year W2s and 1099s.
- Prepare and balances quarterly and annual payroll reports for FICA, Federal and State tax, Social Security and unemployment.
- Assist with the development and submit district-wide final budgets and annual reports to the Wisconsin Department of Instruction.
- Assist with annual budget development, create appropriate oversight and processes to ensure a balanced budget, and ethical practices are followed throughout the system to ensure district funds are safeguarded and accurate financial reports are available.
- Prepare internal reports for administration and school board to assist with data-based decision-making. Build and monitor budgets cooperatively with the Director.

Human Resources:

- Responsible for processing all new hire paperwork, and sending to a third-party vendor for input into the payroll system. (2021-2022 school year only-will manage payroll thereafter.)
- Tracks all staff paid time off.
- Follows termination process when staff leave the school, including final payment.

Facilities/Food Service/Transportation:

- Input and ensure accuracy of student records and data within the student information system.
- Responsible for shipping/receiving.
- With support from the Director, manage the Free & Reduced Lunch program including the preparation of: the collection of student meal funds, collect Free and Reduced Application from parents and students, serve as point of contact for parent and student meal balance inquiries.
- Arranges all bus transportation for field trips.
- Any other duties as assigned.

APPLICATION PROCEDURE:

Submit **completed LCO Employment Application including Release and Authorization Form** (available upon request or on the Tribe's website) along with a **cover letter, resume** and at least **three (3) letters of reference**. Certificate of Good Standing in each jurisdiction where licensed and any other supportive documents. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

MAIL, FAX OR EMAIL ALL INFORMATION TO:

Lac Courte Oreilles Tribal Government
ATTN: Human Resource Department
13394 W. Trepania Road
Hayward, WI 54843
Fax (715) 634-4797
HR Fax (715) 699-1209
doreen.debrot@lco-nsn.gov
caroline.yellowthunder@lco-nsn.gov

Preference will extend to Tribal Members, second to Non-Tribal Members with dependents who are Tribal Members, third to other American Indians and fourth to Non-Native Americans who meet the minimum qualifications of the position. This is in accordance with P.L. 93-638 and Federal Regulations on "INDIAN PREFERENCE".