



# Waadookodaading

*An Ojibwe Language Institute*

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[www.waadookodaading.org](http://www.waadookodaading.org)

**Position:** Bookkeeper  
**Supervision:** Executive Director  
**Compensation:** Negotiated, per qualifications  
**Location:** Waadookodaading Administrative Offices  
**Administration:** Title XIV Chapter 7 LCO Ojibwe School – Waadookodaading Personnel Policies and Procedures of the Lac Courte Oreilles Band of Lake Superior Chippewa Indians  
**Hours:** 8:00a.m. – 4:00 p.m. Monday – Friday

This position is responsible for all financial record keeping for the organization, performing a variety of bookkeeping and accounting duties in concert with the Accounting Department of the LCO Ojibwe School. The Bookkeeper maintains and monitors a variety of internal accounts, completes account reconciliations, prepares monthly/quarterly accounting and other appropriate financial reports for the organization's committees and board of directors.

## Qualifications

1. Associate's degree in Accounting.
2. A minimum of two years demonstrated experience is required; or equivalent combination of applicable coursework and relevant experience that clearly demonstrates ability to carry out the required responsibilities.
3. Have knowledge of bookkeeping practices and generally accepted accounting principles and procedures.
4. Possess ability to treat confidential information with professionalism and discretion.
5. Must possess a valid Wisconsin driver's license and provide proof of insurance.

## Preferred Qualifications

The successful candidate will have significant experience with Microsoft Office, specifically Excel and Google Workspace, an outgoing and friendly personality, demonstrate professionalism and tact in communications with a diversity of individuals, have strong organizational and time management skills, pays acute attention to detail and has the ability to work well with the school staff, volunteers, and directors. Must be able to travel and work flexible hours, including evenings and weekends if necessary.

## Performance Responsibilities

1. Perform basic accounting procedures: prepare requisitions and accounts payable invoices for processing by the Accounting Department and track all data in Excel spreadsheets.
2. Audit cash receipts from fundraisers and donations; records receipts for deposits by the Accounting Department.
3. Prepare appropriate schedules and financial reports as requested.
4. Conduct monthly reconciliation with reports produced by the Accounting Department and assist with timely resolution of discrepancies.
5. Ensure grant awards are properly recorded with the Accounting Department and line items are accurately coded.
6. Follow accounting policies and procedures.
7. Monitor receipts and expenditures with the approved annual budget. Calculate variances from the budget and report significant issues to management.
8. Comply with local, state, and federal government reporting requirements.
9. Maintain an accurate and orderly accounting filing system.
10. Provide clerical and administrative support to management as requested.

*This job description may be modified upon Board approval.*

Please submit LCO School application, background check release, resume, working contact information for three references, and letter of interest to Lisa LaRonge [lisa.laronge@lcoosk12.org](mailto:lisa.laronge@lcoosk12.org) or at the administrative offices located at the address listed above.