Position Title: **Accounting Assistant – Accounts Payable**  
Reports to: **Accountant**

<table>
<thead>
<tr>
<th>Department: <strong>Finance</strong></th>
<th>FLSA Status: <strong>Non-Exempt</strong></th>
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<tr>
<td><strong>Classification:</strong> <strong>Regular Full Time</strong></td>
<td>Benefit Eligible: <strong>Yes, Full Time Benefits</strong></td>
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<td><strong>SOC Code:</strong> <strong>43-3031</strong></td>
<td><strong>Last Updated:</strong> <strong>03/11/2021</strong></td>
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<td><strong>Location:</strong> <strong>Keshena Campus</strong></td>
<td><strong>Posting Status:</strong> <strong>1st Posting – Enrolled Menominee Only</strong></td>
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<td><strong>Grant Funded:</strong> <strong>No</strong></td>
<td><strong>Application Deadline:</strong> <strong>December 20, 2021 @ 4pm</strong></td>
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**Position Summary:** An employee in this job corrects, processes and reconciles a wide variety of accounting documents such as grant invoices, departmental billings, employee reimbursements, cash receipts, and vendor statements; reviews and code financial information; prepares and processes documents to disburse funds, makes deposits and prepares reports; compiles and reviews information for accuracy; and maintain records. Work is performed by applying knowledge of accounting terminology and using spreadsheets and/or automated accounting systems.

**Position Responsibilities & Duties:**

1. **Accounting**  
   a. Processing Accounts Payable  
      i. Check, verify, and process invoices  
      ii. Prepare payments for signature  
      iii. Sort, code, and enter accounts payable data  
      iv. Analyze discrepancies and unpaid invoices  
      v. Maintain vendor files  
   b. Serve as back up for Payroll, and Accounts Receivable  
   c. Other duties as assigned

2. **Reporting**  
   a. Prepare and submit End-of-Year tax documents, 1099s  
   b. Prepare vendor payment reports as needed  
   c. Assist with preparations of monthly P&L statements for all Departments General Fund and Grants

3. **Risk Management and Compliance**  
   a. Monitor all budgets, ensuring no overruns of line items will occur  
   b. Assist Accountant with year-end audit  
   c. Verify no unallowable costs are coded to grants  
   d. Ensure adequate Internal Control to ensure compliance with GAAP, FLSA, CFR-200, IRS, Department of Revenue and Work Place Development

**Minimum Qualifications-**

1. **Education**  
   a. Associates Degree or  
   b. Office Technician Certification

2. **Experience**
a. 3-5 years of experience in office setting
3. Certifications and License - None
4. Specific Skills
   a. An understanding of the mission and vision of the College of Menominee Nation, its educational and financial issues, and the role of Tribal colleges
5. Personal Traits
   a. Dependability, Attendance and Punctuality
   b. Communication Skills
   c. Customer Service to Students, Staff, Vendors and Contractors
   d. Judgment, 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
APPLICATION PROCESS

A complete application includes:

- Letter of Interest
- Current Resume
- Completed CMN application form (available under job opportunities at http://www.menominee.edu/careers)
- Copy of all college level transcripts (official transcripts required upon hired)
- Three professional letters of reference
- Copy of valid WI driver license
- Proof of relevant certificates or training
- Proof of Tribal enrollment status
- Proof of honorable or general military discharge paperwork (if applicable)

It is not the responsibility of CMN to notify applicants of missing documentation. Incomplete application packets will not be considered.

Application materials can be mailed to:
College of Menominee Nation
Attn: Human Resources
P.O. Box 1179
Keshena, WI 54135.

or

Email to: hr@menominee.edu

An online application is available at: http://www.menominee.edu/careers

Posting closes at December 20, 2021 at 4:00 PM

NOTE: Pre-employment drug testing is part of the hiring process.

EOE/MITW 82-10