



*Pride of the Ojibwe*

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

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## Accounting Front Office Specialist

**Posting Date:** June 7, 2024  
**Closing Date:** Open Until Filled  
**Salary:** Negotiable  
**Location:** Tribal Government Building

**Basic purpose or function:** Front office clerk is responsible for administering the Front Office support functions for the Accounting Department, while maintaining confidentiality at all times. The priority is to focus on providing excellent customer services to internal as well as external clients, ensure office common area and file room organization and cleanliness, receiving and recording cash receipts, initiating office supply requisitions, scanning incoming checks, processing mail, and giving the highest priority to editing Accounts Payable reports. The front desk backs up and supports the workflow of the Accounting File Clerk who is to scan all issued checks in batches, manage the file room, retrieve audit documents, and assist the Accounting staff.

**Job Responsibilities:**

- As the face of the Accounting Department, presents a professional attitude and appearance at all times.
- Responds to incoming department phone calls when a team member is not available
- Establishes a form to control and log all incoming checks and outgoing Accounting disbursements. The log is to be held at the front desk and used by the Accounting staff to minimize the occurrence of check questions
- Maintains the file of payroll checks by departments and issues payroll checks on the pay date. Accounts Payable maintains the file of payable checks. Front Desk

**LCO Tribal Government  
Human Resource Dept  
Acct Front Office Specialist**

Specialist issues checks to program directors or authorized employees, using the Department Accounting Log to record what has been issued

- Receives and records cash receipts in MIP
- Opens Accounting mail, logs and date stamps all incoming Accounting documents before distribution
- Backs up the File Clerk in the event of absences and does not allow work to accumulate
- Assists the and scans all incoming checks to record is to be saved and updated on the Accounting Share drive.
- Performs minor program inquiries and assists the Accounting team as needed
- Reviews all incoming vendor invoices for the correct account code combinations, documentation and approvals prior to distribution to the department staff. Obtains any needed information from requisitioner
- Assists external auditors with document retrieval. Scans documents for the auditors as requested
- Assists with other projects and duties as assigned

**Minimum Qualifications:**

- High school diploma, and willing to take progressive college courses in accounting
- Must have strong work ethic, reliable with good attendance, well organized and a proactive self-starter
- Must be detail oriented, able to interact with all levels of employees and vendors professionally
- Strong problem solving, documentation, organization, and multi-tasking skills
- Ability to keep company information Confidential
- Filing and scanning experience; good oral and written communication skills
- Intermediate computer skills and knowledge of Microsoft products including Excel and Word
- Neat and professional appearance; well-maintained files; clean and organized work area
- Able to resolve inter-personal conflicts without management intervention
- Must be able to pass a background check
- Must be able to pass a pre-employment drug screen.

**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**. **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

LCO Tribal Government  
Human Resource Dept  
Acct Front Office Specialist

Hayward, WI 54843

Fax (715) 634-4797

HR Fax (715) 699-1209

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*Tribal preference will apply to qualified applicants in accordance with the  
Lac Courte Oreilles Policies & Procedures Manual.*