



*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: **Travel Specialist**
Posting Date: December 9, 2020
Closing Date: Open Until Filled
Salary: Negotiable (D.O.Q.)
Department: Accounting
Reports to: Purchasing Manager

Basic purpose or function: The Travel Specialist is responsible for the arrangements of travel, conference registration, and lodging requests presented by the Tribal Board members and authorized travelers employed by the Tribal Government. timely payment of goods and services that have been budgeted and pre-approved for purchase. The Accounts Payable Specialist will also issue installment payments on fulfilled vendor contracts as agreed upon in the contract terms and conditions.

JOB RESPONSIBILITIES:

- Obtain and act on properly approved Travel Requests one week prior to the travel departure date
- Enter the travel expense into MIP, using the correct account code combinations
- Print, scan and file Travel packs
- Reconcile completed travel and enter actual expense into MIP
- Maintain a file of credit card receipts and reconcile the credit card statement monthly
- Create an A/P voucher to pay the monthly credit card statement
- Assists the Purchasing Manager with any other purchasing assignments
- Assists Accounts Payable when daily travel duties are completed
 - Dates and scans all processed invoices as they are completed
 - Reviews all invoices for appropriate documentation and approval prior to payment
 - Matches PO to invoices, and codes accurately before processing
 - Processes check requests within a 3-day window
 - Scans all related documents into MIP, then attaches backup and provides to File Clerk for filing
- Learns how to prepare checks in case of absence of a co-worker
- Responds to Tribal member, vendor and internal client inquiries in a professional manner
- Assists with month end closing as requested
- Maintains files and documentation. Shreds documents immediately to maintain a neat and orderly work area
- Assists with other projects as assigned

Minimum Qualifications:

- High school diploma, and progressive college courses in accounting
- Knowledge of basic accounting practices
- Must be accurate, detail oriented, punctual, manage time efficiently, and meet established deadlines
- Must have strong work ethic, be proactive, well organized and a self-starter
- Must be reliable and interact well with all levels of employees and vendors in a professional manner
- Strong problem-solving skills
- Ability to keep company information Confidential
- Proficient computer skills and knowledge of Microsoft products including Excel and Word
- Ability to perform mathematical computations such as percentages, fractions, addition, subtraction, multiplication and division quickly and accurately
- Neat and professional appearance; well maintained files; clean and organized work area
- Performs other duties assigned by the Accounting Manager
- Must be able to pass a background check
- Must be able to pass a pre-employment drug screen.

Application Procedure:

Submit a completed LCO Employment Application and Authorization to Release Information, resume, at least three (3) personal reference letters, and any other supportive documents. Resume should be typewritten, indicating personal information related to the position for which applicant is applying for and should include education, experience, professional and/or community involvement. **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

Native American preference applies to all candidates for this position.

CFO Approval:	Date:
Controller Approval:	Date:
Employee Approval:	Date:
Human Resources:	Date: