



# BAD RIVER HOUSING AUTHORITY

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P.O. BOX 57 • Odanah, Wisconsin 54861 • (715) 682-2271 • FAX (715) 682-6818

**Job Title:** Bookkeeper/Receptionist  
**Department:** Administration/Finance  
**Hourly Rate:** \$14.00-\$16.00  
**Full Time:** 40Hrs/Week  
**Exempt:** No/Hourly  
**Supervisor:** Assistant Housing Director

Posting Date: In-House

Opens: July 10, 2024

Closes: July 16, 2024, at 4:30 pm

**Posting Date: Public**

**Opens:** July 18, 2024

**Closes:** August 1, 2024, at 4:30 pm

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**SUMMARY:** Assist the Accounting and Housing Administration Departments with various accounting functions and administrative support necessary for those departments to operate efficiently, and effectively, and follow established laws, policies, and procedures. Public, front-line position. Lead regarding Accounts Receivable duties and responsibilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties as assigned.

- Answer telephones, direct calls, and take messages.
- Deliver messages and run errands.
- Communicate with customers, tenants, employees, and other individuals to answer questions, disseminate, or explain information and address customer-related inquiries.
- Direct individuals to appropriate departments/personnel.
- Accepts housing and other program assistance applications.
- Checks and assures completeness of application and processes to the appropriate staff member.
- Tracks and monitors internal processing timelines for all internal housing programs.
- Develop, organize, and maintain documents, and other data as assigned.
- Compile, copy, sort, and file records of office activities, business transactions, and other activities.
- Responsible for timekeeping duties within the organization and utilization of computerized system (TMS) for data entry and related duties.
- Classify, sort, and distribute weekly payroll checks. Maintain payroll files.
- Open, sort, and route incoming mail and prepare outgoing mail.
- Assist in completing and mailing contract documents, invoices, and other office correspondence as assigned.
- Type, format, proofread, and edit written correspondence and other written documents using a computer.
- Compute and compile spreadsheets as assigned.
- Generate and print reports as directed.
- Assist in counting, ordering, and stocking office supplies.
- Utilization and bridging of dual computerized accounting systems (MIP & HDS) and database maintenance of accounts.
- Assists with software upkeep.
- Responsible for Account Receivables. Reconciles HDS cash receipts with account receivables for all payees. Accepts payments. Assists in the calculation and deposit of receipts, proper recording, and control of cash collections with each fund.



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- Assists in proper posting to specific accounts. Responsible for maintenance and reconciliation of organizational cash box. Reconciles locked box with Accounting/ Administrative Assistant or Assistant Executive Director daily.
- Assists in Accounts payable preparation and disbursement as necessary and directed.
- Follow acceptable accounting practices and establish an internal control system and establish a departmental Accounting Manual, policies, and procedures.
- Data entry and filing in support of the position.
- Primary administrative support to the Executive Director and Housing Board.
- Assist in preparing & distributing meeting notices and support for all activities associated with Board meeting preparation.
- Assists Board with proper recording and follow-thru documentation to provide for transparency between Board and BRHA operations.
- Attend meetings when assigned and record minutes as required.
- Maintains records and files for both.
- Responsible for event coordinating and scheduling community building use.

## **OTHER/MISCELLANEOUS:**

- Back-up for travel arrangements, preparation, and reconciliation of travel for staff, Housing Board, and Tribal Council as necessary to support organizational operations.
- Collect cash from laundry and vending in the absence of the Accounting/Administrative Assistant.
- Prepare and make bank deposits in the absence of the Accounting/Administrative Assistant.
- Manage petty cash in the absence of the Accounting/Administrative Assistant.
- Comply with all Housing Authority policies and all acceptable accounting standards.
- Assist in troubleshooting problems in the Finance/Accounting Department and recommend solutions/improvements.
- Assist with the overflow of work in accounting as needed to maintain operations.
- Exhibit and maintain a high degree of ethics. Treat people with respect. Keep commitments, and follow through. Inspire the trust of others. Work with integrity and ethics. Uphold organizational and leadership values.

**KNOWLEDGE, SKILLS & ABILITY (KSA) REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

## **Minimum Qualifications:**

- High school diploma with a minimum of 2 years experience in office management and with accounting-related functions. Associate degree in accounting preferred.
- Working knowledge of or ability to learn MIP financial accounting software system within 60 days, including the security and integrity of the systems required.
- Working knowledge of or ability to learn HDS (Housing Data System) computerized tenant accounting system, within 60 days.
- Knowledge of basic accounting principles, methods, and techniques, as evidenced by previous work experience/education.
- Working knowledge of, or ability to learn within 60 days, TMS computerized timekeeping system.



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## Skills

- Ability to work with a high degree of accuracy and attention to detail, with frequent interruptions and constantly changing deadlines/priorities.
- Skill in office management, organizational tasks, and knowledge of office systems and techniques.
- Possess customer service sensitivity and the ability to maintain a good working relationship with tenants, the public, and employees.
- Use reason even when dealing with emotional topics.
- Separate issue from person and calm, resolve. Maintain focus on conflict resolution.
- Keep emotions under control.
- Solicit customer (tenant) feedback to improve service.
- Ability to learn, follow, and apply established regulations and procedures.
- Capacity to operate effectively under pressure, and deadlines.
- Ability to manage several projects simultaneously, and multi-task.
- Ability to operate office machines, such as photocopiers, fax machines, voice mail systems, and personal computers.
- Must possess excellent math and customer skills.
- Work well in a team/partner environment.
- Actively participate in group problem-solving situations.
- Balance team and individual responsibilities.
- Exhibit objectivity and openness to others' views.
- Give and welcome feedback. Contribute to building a positive team spirit.
- Capacity to motivate, lead, and boost the morale of teams.
- Able to build group commitments to goals and objectives.
- Support everyone's efforts to succeed.
- Proficient with computers in the use of microcomputers & software used for effective database, financial management, data analysis, word processing & report generation. Microsoft Office (required), Estimating (preferred), Project Management (preferred), and Inventory (optional).

## Abilities

- Be reliable, and able to perform duties in a timely and safe manner.
- Flexibility and adaptability to be able to roll effectively with change, as circumstances dictate.
- Ability to communicate clearly and effectively both verbally and in writing.
- Ability to participate in activities designed to improve and increase skills, including travel to training sessions and complete training programs. Willingness to learn new skills, and teach/transfer skills to other staff.
- Ability to maintain strict confidentiality.
- Exhibit sound and accurate judgment. Ability to support and explain the reasoning for decisions. Include appropriate people in the decision-making process.
- Exhibit motivation & initiative. Persistent in overcoming obstacles. Volunteer readily and seek increased responsibilities. Ask for & offer help when needed.
- Complete projects/assignments in a timely and economically efficient manner with little or no supervision. Meet challenges with resourcefulness. Generate innovative approaches and ideas for improving work.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. This position requires sitting for extended periods, some



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standing, walking, bending, and stooping. Physical and mental fitness is a given. Ability to routinely lift and/or move up to 50 pounds. Ability to operate a computer and other industry-related equipment and perform simple repetitive processes.

**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 essential functions. Work primarily in an office setting but may be required to work in external, outdoor storage areas and may perform work in the field (units or otherwise). The noise level is usually moderate.

**HIRING PREFERENCE:**

**INDIAN PREFERENCE:** Under Bad River Housing Employment Policy HA 2000.20 Indian Preference Policy Statement, preference will be given in the following order of priority, once a pool of qualified applicants has been determined:

**Other Requirements:**

Subject to successfully passing a background check. Categorized as a primary driver, must possess and maintain a valid Wisconsin driver's license to maintain employment. Must meet eligibility for Bad River Housing Authority automobile insurance.

**Required documents to apply:**

- Completed job application.
- Resume with three (3) references and their contact information, including email addresses. Copy of educational transcripts, degree, and [or certificates substantiating educational background.
- Copy of any Licenses/Certifications applicant is claiming.
- Copy of applicant's tribal identification card; or if your spouse is a tribal member, a copy of his/her tribal identification card. Copy of applicant's Driver's License.

**Drug-Free workplace in accordance with Drug-Free Workplace Act of 1988, P.L. 100-690 and Bad River Housing Employee Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.**

**Send Application and Resume To:**

**Bad River Tribe  
Attn: Human Resources  
P.O. Box 39  
Odanah, WI 54861**

<http://www.badriver-nsn.gov/>

**Application material may also be emailed to:**

[HRmanager@badriver-nsn.gov](mailto:HRmanager@badriver-nsn.gov)

[HRassistant@Badriver-nsn.gov](mailto:HRassistant@Badriver-nsn.gov)