



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

JOB DESCRIPTION

Job Title: Fixed Asset Manager
Posting Date: February 23, 2021
Closing Date: Open Until Filled
Department: Accounting
Reports to: Purchasing Manager

Basic purpose or function: To review and refine the Fixed Asset Management System for the Tribal Government. Responsible for recording and tracking all fixed assets on property and purchased by the Tribal Administration with a useful life greater than one year and a cost greater than \$5,000 and including all computer equipment. Refines policies and procedures for the Fixed Asset program, including the proper receiving, storage, control and disposal of assets. Leads the annual physical inventory of Tribal assets. Works with the Accounting team to update financial records and ensure the accurate reporting of fixed assets. Directs the activities of the Receiving/Inventory Specialist.

JOB RESPONSIBILITIES:

- Works with the Accounting Manager, Controller, CFO and Purchasing Manager to refine a Fixed Asset Management System in accord with CFR Property Standards 200.310-200.316. Serves as the Point of Contact for inventory management
- Participates in the Purchasing process to ensure purchases that meet the criteria for Fixed Assets are properly recorded, tagged, and tracked
- Manages Internal Controls to ensure the proper application of asset management policies and procedures and implements process improvements as needed
- Updates and maintains accounting property records to a description, serial number, source of funding, date of acquisition, asset location, cost, and date of disposal
- Participates in periodic training sessions for new employees and as refreshers for Directors and their associates who are authorized to initiate purchases
- Plans, organizes and leads the annual fixed asset inventory of Tribal assets valued greater than \$5,000, by department
- Acquires knowledge of MICROIX and access to the Shared system purchase order log developed by the Purchasing Specialist
- Assists Receiving/Inventory Control Specialist with reconciling receiving records to dock logs

LCO Tribal Government
Human Resource Dept
Fixed Asset Manager

- Coordinates with Receiving/Inventory Control Specialist to view status and management of vendor back-ordered items
- Acquires knowledge of all accounting software integral with the purchasing, recording, receiving and control of items purchased by and for the Tribal Administration
- Backs up the Purchasing and Receiving/Inventory Control Specialists
- Performs other duties as assigned by Purchasing Manager

Minimum Qualifications:

- Baccalaureate degree or Associates degree with evidence of continuing education in Accounting or Business Administration
- Minimum of three years' experience with Fixed Assets and professional management experience in business.
- Experience with procurement, sourcing, vendor negotiations and vendor management a plus
- Must have math aptitude and proficiency, good analytical skills and attention to detail
- Adept with computers and Microsoft products; Intermediate to Advanced knowledge of Excel and Word
- Excellent communications skills, written and oral.
- Neat and professional appearance
- Must keep the terms and all other financial information related to transactions and issues confidential
- Ability to pass a pre-employment drug screen and background check

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

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**. Certificate of Good Standing in each jurisdiction where licensed and any other supportive documents. **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
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Tribal preference will apply to qualified applicants in accordance with the Lac Courte Oreilles Policies & Procedures Manual.