
Collection Officer/Accounting Assistant Job Description

Organization Mission: Our Mission is to deliver exemplary services by providing financial education, training, and access to capital to support sustainable business and community development while improving the quality of life within our communities.

Position Title:	Collections & Accounting Assistant
Location:	First Nations Community Financial Offices/Remote Hybrid
Hourly Pay:	\$22-\$28
Class:	Non-Exempt
Supervisor:	Executive Director

Position Summary

Under the direction of the Executive Director and Financial Director, the Collections & Accounting Assistant will be responsible for supporting administrative duties as assigned within the field of accounting and collections. As a lending institution, it is critical that we have dedication to the collection and accounting for loan payments, application of, and accurate reporting of our loans. The support also includes helping with deposits, accounts payable, timesheets, and assistance with tracking items for grant reporting.

Duties and Responsibilities

- Maintain confidentiality and common courtesy with fellow employees and the public
- Assistance with accounts payable for the operations within QuickBooks, and ensure the proper procurement process is followed
- Assist with reconciliation of deposits, ensuring proper documentation is maintained and all funds are received and deposited correctly
- Handle timesheets for all staff, assist the Financial Director with weekly payroll processing, and reconcile and track leave balances
- Work with the Ho-Chunk Nation Payroll Department to maintain accurate deductions from their employee's payroll for purpose of payment towards clients' loans and post the Ho-Chunk Nation employee payments into our loan software weekly.
- Support and assist with education and workshops through ordering, inventory, and accounts payable
- Assist Financial Director with general internal audits and reconciliations
- Post and track loan delinquency, send out communications per the delinquency policy, and identify ways to locate delinquent clients for collecting loan payments
- Generate and issue loan checks through QuickBooks
- Assist with reviewing and updating system information to ensure that all impact and loan data is consistently entered

- Other duties as assigned

Required Skills and Abilities

- Must maintain confidentiality and common courtesy with fellow employees and the public
- Excellent oral communication and interpersonal skills. Must be able to adapt in order to present and disseminate information in an understandable manner to individuals at various educational levels
- Ability to multitask and stay organized
- Ability to maintain confidentiality, follow directions and procedures, and work in a professional manner at all times
- Experience with accounts payable and accounts receivable
- Ability to communicate with clients effectively to gather any needed information and documentation
- Experience in understanding and developing internal controls within an organization
- Proficiency in the use of Microsoft Office applications, especially excel, and database file systems. Must be able to develop proficiency in loan software programs and QuickBooks
- Must be self-motivated, be able to work independently, and be able to positively motivate others
- Must have strong team environment experience and ability to communicate well with team objectives, deadlines, and task participation
- Excellent organizational, time management, and planning skills
- Willingness to accept new challenges and opportunities

Minimum Qualifications (Required Knowledge & Experience)

- Minimum of associate's degree in accounting or finance, or minimum of 3 years of experience in related field
- No convictions for a felony or misdemeanor involving dishonesty or breach of public trust.
- Willingness to comply with FNCFs drug testing policy.
- Valid driver's license and proof of valid insurance.
- Experience using QuickBooks Preferred
- Experience using general date management systems preferred
- Experience applying regulatory requirements for loan collection and reporting preferred

Benefits

- 401K plan match up to 4%
- Health Savings plan maximum contributions, or premium reimbursement
- Short-term & long-term disability
- Life Insurance

To Apply: Please send resume and completed applications to FNCF@ho-chunk.com or Stephanie.Clark@ho-chunk.com. For more information check our website at firstnationsfinancial.org.