



Employee Job Description	
Position Title: Senior Accountant	
Position ID #	
Facility: St. Croix Tribal Health Clinic	
Job Family: Health Division Comp Grade: GS-9 Status: Full-Time	
Post Date: 8/26/26	Closing Date: 9/9/26, or until filled

St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.

Position Summary:

The Senior Accountant performs professional accounting, budget monitoring, grant accounting, reconciliation, analysis, and financial reporting for the St. Croix Tribal Health Clinic and Health Division. Working under the direction of the Chief Financial Officer, the position independently carries out established accounting processes and applies accepted accounting principles and organizational procedures to recurring and moderately difficult assignments. The Senior Accountant prepares financial information, projections, budget-to-actual analysis, and supporting schedules for CFO and management review. The position also supports accounting for grant activity and healthcare revenue and coordinates financial information requested for specialized FQHC cost reporting, reimbursement, audits, and related consulting services.

Essential Functions:

- Ability to access, input, retrieve, organize, and maintain financial information using computer and financial systems.
- Maintain confidentiality and exercise appropriate judgment when working with financial, employee, vendor, patient-related, or organizational information.
- Work collaboratively with Health Division staff and other organizational departments to support accurate and timely financial operations.
- Maintain attention to detail, meet established deadlines, and communicate financial documentation needs clearly and professionally.

Senior Accountant Job Duties:

General Accounting and Financial Reporting

- Maintain and review general ledger activity for accuracy, completeness, and appropriate accounting treatment.
- Review and post accounting transactions and journal entries, ensuring appropriate accounting treatment, classification, period recognition, authorization, and supporting documentation.
- Prepare and post routine and moderately complex adjusting, accrual, reconciliation, correcting, and closing entries using established accounting principles and procedures, and support monthly, quarterly, and year-end closing activities.
- Prepare draft periodic financial statements, standard management reports, and supporting financial analysis for CFO review and use by leadership and department managers.
- Review financial transactions for proper classification, funding assignment, and reporting and provide guidance to finance staff on established accounting procedures.
- Maintain appropriate separation of transaction preparation, approval, and posting responsibilities and refer material, unusual, unprecedented, or policy-sensitive transactions to the CFO for determination.

Budget Development, Monitoring and CFO Support

- Assist the CFO in developing the annual Clinic and Health Division budget, including departmental, program, grant, personnel, revenue, and operating budget components.
- Work with managers and program staff to gather budget information, prepare historical analysis, develop assumptions, and compile projections and supporting schedules for CFO review.
- Prepare budget-to-actual reports, analyze significant variances, and develop expenditure and revenue forecasts to support ongoing financial management.
- Prepare supporting schedules and routine analysis for budget amendments, financial projections, planning, and evaluation of operating or staffing decisions as requested by the CFO.

Grant Accounting and Financial Management

- Perform recurring grant-accounting and financial-monitoring activities for assigned federal, state, tribal, and other grant-funded programs.
- Monitor grant expenditures against approved budgets and funding periods and review transactions for appropriate accounting treatment and funding assignment.
- Prepare grant financial reports and supporting schedules and support grant budget development, amendments, drawdowns, monitoring, and closeout activities.
- Work with program staff regarding grant expenditures, balances, financial requirements, monitoring, and audit support.

- Identify potential grant financial compliance concerns, research applicable requirements, and refer significant or unclear matters to the CFO for resolution with program leadership.

Healthcare Revenue and Specialized Financial Services

- Perform assigned accounting, reconciliation, and monitoring activities related to healthcare revenue and accounts receivable.
- Reconcile healthcare revenue, cash receipts, deposits, receivables, and related general ledger activity as assigned.
- Investigate discrepancies between billing, payment, deposit, and accounting information and work with Clinic billing and revenue staff to resolve issues.
- Prepare healthcare revenue schedules and recurring analysis, identify significant variances or trends affecting recorded revenue and receivables, and present findings to the CFO.
- Coordinate financial information requested by contracted FQHC cost-reporting, reimbursement, or specialized financial consultants; compile and validate data, reconcile contractor schedules to Clinic records, and refer material discrepancies or technical reimbursement questions to the CFO.

Fixed Assets, Audit and Finance Support

- Maintain fixed-asset accounting records, apply established capitalization and depreciation policies, record depreciation, reconcile fixed assets to the general ledger, and refer unusual classification questions to the CFO.
- Prepare accounting schedules and supporting documentation for financial audits and grant monitoring and respond to routine auditor or monitor requests within assigned areas.
- Assist with implementing accounting procedures, internal controls, and corrective actions established by the CFO in response to financial audits or monitoring.
- Work collaboratively with Finance Operations staff to improve documentation, procurement-to-accounting workflows, financial reporting, and implementation of new financial systems or processes.
- Perform other related duties as assigned.

Note: The essential functions are intended to describe the general contents of and requirements of this position and are not intended to be an exhaustive statement of duties. Specific tasks or responsibilities will be documented as outlined by the incumbent's immediate manager.

- Any other duties assigned by supervisor

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Type of Supervisory Responsibilities: N/A

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Directly Reporting to: Health Division Clinic CFO

Matrix of INDIRECT Reporting: Health Division Head → St. Croix Tribal Council

Scope and Complexity:

Independently performs recurring and moderately difficult accounting assignments involving multiple departments, programs, grants, and healthcare revenue sources. Work is completed using accepted accounting principles, established policies, prior practices, and CFO direction. The position resolves commonly encountered accounting and reconciliation issues, while material, unusual, unprecedented, or policy-sensitive matters are referred to the CFO. Completed work is reviewed for accuracy, technical soundness, and conformity with applicable requirements.

Physical Demands/Environment Factors:

- Requires extensive sitting with periodic standing and walking.
- May be required to lift up to 50 pounds.
- Requires significant use of personal computer, phone, and general office equipment.
- Requires adequate visual acuity and ability to grasp and handle objects.
- Requires ability to communicate effectively through reading, writing, speaking in person, and telephone or electronic communication.
- May require off-site travel.

Knowledge, Skills and Abilities:

- Strong knowledge of accounting principles, general ledger accounting, financial reporting, and account reconciliation.
- Demonstrated budgeting, forecasting, variance-analysis, financial-modeling, and financial-analysis skills.
- Knowledge of grant accounting and financial grant management.
- Ability to interpret and communicate financial information to non-financial managers and organizational leadership.
- Strong analytical and problem-solving skills and ability to investigate recurring and moderately complex financial discrepancies.
- Strong spreadsheet and financial-system skills and ability to manage multiple accounting deadlines and priorities.
- Ability to provide technical guidance to finance staff and work effectively with auditors, funding agencies, consultants, and leadership.
- Understanding of healthcare, governmental, tribal, nonprofit, fund, or grant accounting is highly desirable.

Minimum Qualifications:

- Three or more years of progressively responsible accounting experience with meaningful responsibility in several of the following areas: general ledger accounting, account reconciliations, financial reporting, budget preparation and monitoring, grant accounting, month-end or year-end close, financial analysis, or audit support.
- Demonstrated ability to independently analyze financial information, resolve recurring accounting issues using established principles and procedures, and prepare reliable financial reports and supporting schedules.
- Demonstrated ability to work effectively with managers, program staff, auditors, and other finance professionals.
- An equivalent combination of education, training, and directly relevant experience that demonstrates the knowledge and ability to perform the responsibilities of the position may be considered.

Preferred Qualifications:

- Bachelor degree in accounting, finance, business administration, or a closely related field.
- Additional progressively responsible accounting experience in addition to or in lieu of a bachelor degree.
- Experience in governmental, tribal, healthcare, nonprofit, or grant-funded accounting.
- Experience assisting with development and monitoring of organizational or departmental budgets and managing federal or other restricted grant funding.
- Healthcare revenue accounting and external audit support experience.
- CPA, CMA, CGFM, or other relevant professional credential is beneficial but not required.

Native American Preference Given in Accordance with P.L. 93-638 and Amendments

The offer is conditional based on confirmation that the candidate meets all specific criteria required (background check, driver's insurability verification, references, identity verification, and other applicable requirements).

*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.