



Employee Job Description	
Position Title: Finance Assistant	
Position ID #	
Facility: St. Croix Tribal Health Clinic	
Job Family: Health Division Comp Grade: GS-5, DOQ Status: Full-time	
Post Date: 9/9/26	Closing Date: 9/23/26, 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 Finance Assistant provides administrative, transaction-processing, purchasing, travel, and financial documentation support for the St. Croix Tribal Health Clinic and Health Division. This position supports the daily flow of financial activity by collecting and organizing source documentation, preparing routine financial paperwork, assisting with purchasing and approved travel arrangements, performing approved accounting data entry, maintaining financial records, and supporting cash receipt and deposit processes. The position works closely with the Finance Operations Coordinator and Senior Accountant and is expected to assume increasing responsibility as knowledge and experience are gained.

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.

Finance Assistant Job Duties:

Financial Transaction and Documentation Support

- Receive, organize, and maintain invoices, receipts, purchase documentation, payment requests, deposit records, and other financial source documents.
- Review documentation for basic completeness and follow up regarding missing receipts, approvals, or required information.
- Prepare routine disbursement vouchers and payment documentation.
- Prepare and enter routine accounting transactions, including vouchers, cash receipts, deposits, approved journal entries, and other assigned entries, while maintaining appropriate supporting documentation and routing transactions for review.
- Assist with transaction coding under established procedures and maintain transaction logs or tracking records.
- Correct or update routine transaction entries as directed following review by the Finance Operations Coordinator or Senior Accountant.
- Maintain organized electronic and paper financial records and retrieve documentation for reconciliations, audits, grant monitoring, or internal review.

Purchasing, Travel, Supplies and Banking Support

- Assist with ordering routine office, administrative, and operational supplies and maintain related purchasing documentation.
- Track orders, deliveries, receipts, and related supporting information.
- Assist with clinic credit-card documentation and receipt collection.
- Assist with Health Division travel administration, including maintaining approved travel requests, registrations, reservations, receipts, reimbursement documentation, and related travel records.
- Assist employees with routine approved travel arrangements and post-travel documentation and reconciliation in accordance with established Tribal travel procedures.
- Assist with documenting and recording cash receipts and preparation of remote deposits.
- Maintain deposit documentation and assist with matching deposits to receipt and accounting records.

General Finance Support

- Maintain routine finance calendars, checklists, schedules, and tracking records.
- Assist the Finance Operations Coordinator and Senior Accountant with financial research, reporting support, and administrative needs.
- Participate in implementation of revised financial forms, procedures, and electronic workflows.
- Maintain sufficient knowledge of related finance functions to support effective department operations.
- Perform other related duties as assigned.
- Any other duties assigned by supervisor

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.

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:

Interacts with employees, managers, vendors, external partners, and finance personnel. The position requires sound judgment, confidentiality, accuracy, timely follow-through, and appropriate application of financial operations and organizational procedures.

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 attention to detail, accuracy, organization, and dependable follow-through.
- Ability to perform accurate data entry and maintain complete supporting documentation.
- Ability to work with invoices, receipts, purchasing and travel records, deposits, and other financial documents.
- Ability to follow established procedures and identify incomplete information.
- Ability to maintain confidentiality and communicate effectively with employees, vendors, and finance staff.
- Basic to intermediate computer skills and ability to learn accounting, purchasing, and document-management systems.

Minimum Qualifications:

- High school diploma, GED, or equivalent demonstrated competency.
- Relevant experience in bookkeeping, clerical finance, purchasing, accounts payable, banking, office administration, healthcare administration, or a related setting is strongly valued.
- Demonstrated experience working with detailed records, financial transactions, data entry, or administrative documentation.

- 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:

- One or more years of directly relevant experience.
- Coursework, certificate, technical diploma, or associate degree in accounting, business administration, finance, office administration, or a related field.
- Experience with accounting or financial software and with purchasing, accounts payable, cash receipts, deposits, or banking processes.
- Experience in healthcare, tribal government, nonprofit, governmental, or grant-funded organizations.

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).