



**Position Announcement  
#0015-2009**

**1 Mission Drive  
PO Box 390  
Winnebago, NE 68071  
402.878.2809  
Fax: 402.878.2560  
www.hochunkinc.com**

**Job Title: Staff Accountant (Non-Exempt)  
Temporary  
Department Accountig  
Reports To: Chief Financial Officer  
Opening/Closing 11/04/09 – 12/04/09**

**SUMMARY**

Assists in preparing for the company’s 2009 annual audit process. This is a temporary position lasting approximately three months.

**ESSENTIAL DUTIES AND RESPONSIBLITIES:**

- Perform bank account and balance sheet account reconciliations for various subsidiary companies.
- Prepare and post journal entries.
- Research general ledger transactions as needed.
- Prepare audit confirmation letters.
- Identify and reconcile all company fixed assets to the general ledger.
- Perform various accounting, financial and/or administrative tasks that may be required from time to time.
- Including copying, scanning, archiving and mailing as needed.

**SKILLS AND QUALIFICATIONS:**

- Knowledge of general accounting principles
- Basic data entry and/or word processing skills
- Ability to write simple correspondence and perform general office duties

**EDUCATION AND EXPERIENCE**

Associates or Bachelors Degree in Accounting and a minimum of 1 year of relevant work experience are required for this position.

Job Announcement Clearance \_\_\_\_\_ --

For information or to submit applications, contact:

HCI Human Resources  
1-402-878-2809  
1 Mission Drive  
Winnebago, NE 68071

Under Federal Law, all qualified Indian applicants will receive preference over non-Indian applicants. In the absence of qualified Indian applicants, consideration shall be given to applicants without regards to race, color, creed, religion, sex, national origin, age, marital status or veteran status, the presence of non-related medical condition or handicap, or other legally protected status.