



TRIBAL PERSONNEL DEPARTMENT

JOB TITLE: Accounts Payable Specialist
SUPERVISOR: Accounting Supervisor
LOCATION: William Wildcat Tribal Building
POST DATE: March 4, 2019
CLOSING DATE: March 18, 2019

General Description: The primary responsibility of this position is to ensure all invoices have proper approvals, proper documentation / attachments, proper discounting, etc. Process invoices (Data entry) for prompt payment based on due dates. Maintain accurate filing system for these invoices.

Qualifications. High School Diploma or Equivalent is required. Accounting Assistant Certificate or equivalent education preferred. Substitution among experience, education, certification, and other relevant qualification may be considered.

Salary: \$13.00-\$15.00 per hour depending on qualifications.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be obtained via Lac du flambeau Tribal website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description**

A. TITLE OF POSITION: Accounts Payable Specialist

B. DEPARTMENT: Accounting

C. SUPERVISOR'S TITLE: Accounting Supervisor

D. DESCRIPTION OF DUTIES: The primary responsibility of this position is to ensure all invoices have proper approvals, proper documentation / attachments, proper discounting, etc. Process invoices (Data entry) for prompt payment based on due dates. Maintain accurate filing system for these invoices. Specific duties and responsibilities include but are not limited to

1. Review all invoices for appropriate documentation and approval prior to payment.
2. Enter all approved invoices for payment into A/P system.
3. Prepare A/P edit list, by department and/or entity for review and approval by Grant Accountants.
4. Process 3-way matching of P.O., invoice, and other designated attachment
5. Process A/P checks to receive discounts and/or currently due.
6. Distribute checks in appropriate manner.
7. Respond to vendor inquiries.
8. Maintain files and documentation thoroughly and accurately, in accordance with Tribal policies and accepted accounting practices.
9. Assist in maintaining the current contact files (by Purchase order desk)
10. Assists in the departments shredding as needed
11. Performs all other duties as assigned.

E. POSITION RELATIONSHIPS:

1. **Internal:** Many contacts with accounting staff, program managers and supervisors from applicable programs.
2. **External:** Contact with vendors.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Performs job responsibilities receiving direction and Supervision from Accounting Supervisor.

H. EDUCATION: High School Diploma or Equivalent is required. Accounting certificate or equivalent education is preferred.

I. EXPERIENCE:

- Two years bookkeeping or accounting experience.
- Ability to handle large volumes of work and meet deadlines

- Proven experience with Microsoft Word, Excel, Data Entry and / or other related software.

J. SKILLS:

- Must possess excellent oral and written communication, mathematical, interpersonal, management, organizational, time management, customer service, and conflict resolution skills.
- Proven ability to multi-task and produce accurate results in a high volume work setting.
- Must be proficient with personal computers, word processing, spreadsheets, accounting related software and 10-key by touch.
- Must be able to follow standard filing procedures
- Must be able to interact with employees and vendors in a professional manner.
- Must maintain confidentiality with tact and diplomacy.

K. WORKING ENVIRONMENT:

Work Conditions: Majority of responsibilities are performed in a normal office setting.

Exposure to Hazards: May be exposed to situations where spills, wet floors or associates behaviors may create undesirable conditions.

Physical Requirements: Sitting, walking and keyboarding for extended periods of time is required. Occasionally must be able to lift up to 20 pounds, repetitive hand movements.

L. BEHAVIOR:

The vision, goals, and objectives of the Lac du Flambeau Band of Lake Superior Band of Chippewa Indians requires the Accounts Payable Specialist to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance.

Service

- Attendance record indicates consistency in being on the job and being punctual; these qualities are a necessity
- Neat and professional appearance
- Cooperative and willing to help in any way needed to provide good customer service
- Respect the dignity of each co-worker and customers
- Must be friendly and cheerful
- Ability to complete all necessary record keeping within a designated amount of time.

Presence-

- Respect the right to privacy for customer
- Maintain strict/absolute confidentiality and trustworthiness
- Cooperates with co-workers
- Listens attentively to concerns and responds with a positive approach

- Recognize conflict, understand appropriate methods to address/resolve conflict; including one-on-one or seek assistance from supervisor or other key staff.

M. OTHER: Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. Must attend all mandatory meetings and participate in the training of departmental policies and procedures. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

Communications

- Verbal communication with Accounting Supervisor or designee to report accurate message and information.

Time and Work Management

- Complete daily work assignments within an appropriate time frame
- Organize and maintain filing system
- Demonstrate flexibility in response to unexpected changes in work volume, emergencies, staffing or scheduling changes.

Professionalism

- Seeks ways to improve knowledge and skills through continuing education
- Promote a cohesive environment and interact effectively and professional with peers and other department personnel; e.g., conflict resolution, communication of concerns, positive problem resolution.
- Maintain absolute confidentiality.

N. SIGNATURES:

Tribal Administrator **Date**

Manager **Date**

HR Director **Date**

Employee **Date**