



## LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

**Position:** **Accounts Payable Clerk - Finance Dept. – (1 FT Regular) Repost**

**Pay Grade:** NE7    **Hiring Range:** \$16.22 – 19.48 – **Commensurate with verified Qualifications**

**Status:** Non- Exempt /Hourly/Bi-weekly Pay

**Background Check:** Extensive

**Indian Preference applies in accordance with Ordinance #15-600-02**

**Summary:** The position is responsible for performing accounting and clerical tasks related to the efficient maintenance and processing of accounts payable transactions. Compilation and distribution of monthly financial reports and cash receipts of all payments made to the Tribe. In addition, records maintenance and organization of accounts payable files and retrieval of files upon request.

### **Employment Qualifications: Minimum Necessary Qualifications -**

- High School Diploma or GED; and
- A work experience of one (1) or more years in accounts payable or general accounting; and
- The technical skills of an intermediate to advanced user of MS Office software, computers, and office equipment. The candidate's technical skills may be tested during the interview process; and
- Superior performance in the selection process as determined at the discretion of the LRBOI Hiring Team, including but not limited to all of the following: any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a Driver's License throughout employment and being insurable under the Tribe's insurance policy.

### **Duties and Responsibilities:**

1. Enters and matches invoices with purchase orders and receiving reports.
2. Processes incoming requests for payments and court orders in accordance with defined procedures.
3. Scans and files documents.
4. Verifies account coding to ensure accuracy and sufficient budget availability.
5. Receives and logs cash receipts and provides receipts, as necessary.
6. Maintains vendor files and numbers, as necessary.
7. Provides management with accounts payable information, as requested.
8. Prepares year-end accounts payable reporting and assists with preparation of federal 1099 forms.
9. Assists with year-end audit by providing accounts payable information, as requested.
10. Assists with monthly financial report preparation.
11. Works cooperatively and professionally with internal and external customers to resolve accounts payable issues, as necessary.
12. Processes and maintains court ordered per capita garnishments.
13. Maintains confidentiality in all aspects of work and complies with all applicable tribal, federal, or state laws and procedures.
14. All other duties as assigned by supervisor.

### **Other Skills and Abilities:**

During the course of employment, the employee will consistently utilize and demonstrate strong verbal and written communication skills, strong organizational skills, strong interpersonal and teamwork skills, a heightened attention to detail and accuracy, the ability to work cooperatively with other departments, and a commitment to confidentiality.

**Supervisory Responsibilities:**

None

**Physical Demands:**

Sitting for long periods of time, frequent walking, and occasional reaching, bending, kneeling, or stretching is to be expected. The nature of the work also involves manual dexterity to operate office equipment and while keyboarding. An employee will need normal or corrected to normal range of sight and hearing and will carry work related materials up to twenty-five (25) pounds.

**Working Environment:**

Work is performed in a climate-controlled office environment. The employee's work schedule may periodically need to be flexible and adjusted according to business need. The employee must be able to effectively handle stressful and compromising situations while remaining focused and professional, as well as be able to deal with difficult people without losing perspective. Occasional overnight or local travel will be necessary to attend meetings or trainings.

**Application Instructions:**

**Obtain an application form (fillable online available – [www.lrboi-nsn.gov](http://www.lrboi-nsn.gov)) and a copy of the position description** by contacting Human Resources at:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660  
phone: (231) 398-6859; Email: [apply@lrboi-nsn.gov](mailto:apply@lrboi-nsn.gov) **ATTN: HR.**

**To apply** please submit completed LRBOI application, and a copy front/back of Tribal ID (if applicable); to:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660  
fax: (231) 331-1233; Email: [apply@lrboi-nsn.gov](mailto:apply@lrboi-nsn.gov).

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes superior performance in the selection process, including but not limited to all of the following: any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a ninety (90) day introductory period.

***For further information, please contact the LRBOI HR Department.***

**Posted: 09/05/2024**

**Removal: Until Filled**