# LITTLE RIVER BAND OF OTTAWA INDIANS
# POSITION VACANCY ANNOUNCEMENT

**POSITION: Accounts Payable Clerk - Finance Department – (1 FT Regular) Repost**

**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 sole discretion of the LRBOI Hiring Manager, 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.

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

**Pay Grade:** NE7 **Hiring Range:** $16.22 – 19.12 – **Commensurate with verified Qualifications**
**Status:** Non- Exempt /Hourly/Bi-weekly Pay **Background Check:** Extensive

**Application Instructions: Incomplete submissions will not be considered.**
**Obtain an application form (fillable online available) 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 attention - HR***.**

**To apply please submit completed LRBOI application, any trainings/certificates relevant to position, cover letter,** resume and copy front/back of driver license; to:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660
*fax: (231) 331-1233; Email:* 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: 05/07/2024** **Removal: Until Filled**