

**TITLE:** Accounts Payable Clerk

**POSITION:** Part-Time with Full-Time potential

**SUPERVISOR:** Financial Director

**Essential Responsibilities:**

- Process check requests checking for proper documentation and coding on a regular basis
- Accurately review codes and process vendor invoices in a timely manner
- Maintain a large number of vendor accounts while staying in compliance with tribal policies and procedures
- Perform data entry associated with accounts payable
- Process receivables and daily accounting for enterprise activities
- Review and reconcile invoice discrepancies
- Assist with credit card bills and requisitions
- Assist with ACH transaction processing
- Address and respond to vendor inquiries
- Additional duties include assisting at front with public interactions
- Accept payments and issue receipts for payments
- Scanning and filing for the office, including vendor invoices
- Prepare records for tax filings
- Other duties as assigned

**Qualifications:**

- High School diploma or GED.
- Experience with computers and excel
- Experience in accounts payable

**Privacy Policy:**

Employee must comply with all requirements and provisions of Subpart D, of 43 CFR, Part 2, which implements the Privacy Act (5USB, 552a) (i)(I).

**Drug-Free Workplace Policy:**

As a condition of employment, applicants must consent to pre-employment drug testing prior to appointment, and abide by the Drug-Free Workplace Policy while employed by the Kickapoo Tribe in Kansas.

**Indian Preference:**

Preference in filing vacancies is given to qualified Indian candidates in accordance with Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification must be submitted with the application if claiming Indian Preference. Consideration will be given to non-Indian applicants in the absence of qualified Indian Preference Eligible.

