



Pride of the Ojibwe
13394 W Trepania Road
Hayward • Wisconsin • 54843
Phone (715) 634-8934 • Fax (715) 634-4797 • HR Fax (715) 699-1209

Job Announcement

Job Title: Accounts Payable Clerk
Posting Date: January 12, 2024
Closing Date: Open Until Filled
Salary: D.O.Q.
Department: Accounting
Reports to: Accounting Manager

Basic purpose or function: Accounts Payable Clerk is responsible for the timely payment of goods and services that have been budgeted and pre-approved for purchase. The Accounts Payable Clerk will also issue installment payments on fulfilled vendor contracts as agreed upon in the contract terms and conditions.

JOB RESPONSIBILITIES:

- Dates and scans all processed invoices as they are completed
- Reviews all invoices for appropriate documentation and approval prior to payment
- Matches PO to invoices, and codes accurately before processing
- Performs accurate data entry associated with accounts payable
- Processes check requests within a 3-day window
- Separates completed checks (green stock) and places checks in correct file folder in check cart
- Scans all related documents into MIP, then attaches backup and provides to File Clerk for filing
- Readies and mails completed payroll deduction checks
- Learns how to prepare checks for recurring vouchers
- Do daily checks immediately if requested by TGB or Controller
- Prepare 1099's by January 31 of each year; works with A/P Specialist to scans completed 1099's electronically in MIP
- Responds to Tribal member, vendor and internal client inquiries in a professional manner
- Reconciles vendor statements; researches and corrects discrepancies
- Assists with month end closing as requested

**LCO Tribal Government
Human Resource Dept
AP Clerk**

- Maintains files and documentation. Shreds documents immediately to maintain a neat and orderly work area
- Assists with other projects as assigned

Minimum qualifications:

- High school diploma, and progressive college courses in accounting
- Knowledge of basic accounting practices
- Must be accurate, detail oriented, punctual, manage time efficiently, and meet established deadlines
- Must have strong work ethic, be proactive, well organized and a self-starter
- Must be reliable and interact well with all levels of employees and vendors in a professional manner
- Strong problem-solving skills
- Ability to keep company information Confidential
- Proficient computer skills and knowledge of Microsoft products including Excel and Word
- Ability to perform mathematical computations such as percentages, fractions, addition, subtraction, multiplication and division quickly and accurately
- Neat and professional appearance; well maintained files; clean and organized work area
- Performs other duties assigned by the Accounting Manager
- Must be able to pass a background check
- Must be able to pass a pre-employment drug screen

Application Procedure:

Submit a completed **LCO Employment Application and Authorization to Release Information, resume**, at least **three (3) personal reference letters**, and any other supportive documents. Resume should be typewritten, indicating personal information related to the position for which applicant is applying for and should include education, experience, professional and/or community involvement. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

MAIL, FAX OR EMAIL ALL INFORMATION TO:

**Lac Courte Oreilles Tribal Government
ATTN: Human Resource Department
13394 W Trepania Road
Hayward, WI 54843
Fax (715) 634-4797
HR Fax (715) 699-1209
doreen.debrot@lco-nsn.gov
caroline.yellowthunder@lco-nsn.gov**

***Tribal Preference will apply to qualified applicants in accordance with the
Lac Courte Oreilles Policies & Procedures Manual.***