



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 Title: **Accounts Payable Specialist**
Department: Accounting
Reports to: Accounts Payable Manager

Basic purpose or function: The Accounts Payable Specialist has primary responsibility for the ARPA (American Recovery Plan Act of 2021). payment of goods and services that have been budgeted and pre-approved for purchase. The Accounts Payable Specialist will also issue installment payments on fulfilled vendor contracts as agreed upon in the contract terms and conditions and assist the Accounts Payable Clerk to ensure weekly deadlines are met.

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 in the absence of the A/P Clerk
- Learns how to prepare checks for recurring vouchers in case of absence of a co-worker
- Do daily checks immediately if requested by TGB or Controller
- Prepares 1099's by January 31 of each year; saves and 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
- 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
- Native American preference applies to all candidates for this position.

APPLICATION PROCEDURE:

Submit completed **LCO Employment Application including Release and Authorization Form** (available upon request or on the Tribe's website) along with a **cover letter**, resume and at least **three (3) letters of reference**. Certificate of Good Standing in each jurisdiction where licensed and any other supportive documents. **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.*