POSITION TITLE: Accounts Payable Clerk

DEPARTMENT: Accounting

LOCATION: UKB Tribal Complex – Tahlequah

REPORTS TO: Accounting Manager/Comptroller/Treasurer

STATUS: Full-Time, Non-Exempt

PAY: BOE

INTERNAL OPENING DATE: 4/29/2024

INTERNAL CLOSING DATE: 5/5/2024

Summary of Duties and Responsibilities

The Accounts Payable Clerk will be responsible for monitoring the outflow of capital for the company.

Minimum Qualification Requirements

1. Must pass a background check prior to employment and every 5th year thereafter. Applicants must not have any misdemeanor or felony offenses related to abuse, Domestic Violence, neglect, or endangerment or any offenses related to dishonesty or theft.

2. Must comply with all Health policies established by the Tribe.

3. Receives and verifies expense reports; reconciles expense and other financial reports with account balances and other office records.

4. Facilitates payment of vendors, which may include verification of federal ID numbers, reviewing purchase orders, and resolving discrepancies.

5. Ensures outstanding obligations are credited upon payment, identifies discount opportunities, and issues purchase order amendments or stop-payment orders as needed.

6. Assists with accounting records and ledgers by reconciling monthly statements and transactions.

7. Records entry of, verifies documentation for, and distributes petty cash.

8. Calculates and reports sales tax based on paid invoices.

9. Maintains office supplies and coordinates maintenance of office equipment.

10. Always maintain a high level of ethical standards.

11. Proven ability, in prior positions, to exercise good judgement in stressful situations.

12. Excellent attendance record in previous positions.

13. Excellent employment references from previous positions.

14. Ability, aptitude, and willingness to work consistently in a professional manner.

15. Must maintain absolute confidentiality of sensitive information.

16. Ability to keep legible and accurate records.

17. Ability to establish and maintain effective working relationships with other employees, staff, and the public.

18. Other related duties as assigned.

Education/Experience

1. High school diploma required; Business or Accounting degree preferred.
2. Certified Accounts Payable Professional (CAPP) certification preferred.

Physical Requirements

1. Prolonged periods sitting at a desk and working on a computer.

**UKB and Tribal preference applies.**

An applicant may be asked to participate in an interview to establish whether he/she meets the minimum qualifications. Interviews do not create a right to employment and provide no promise or guarantee of employment with the Tribe. The United Keetoowah Band of Cherokee Indians in Oklahoma reserves the right to hire according to its Indian Preference Policy. Applicants are subject to a pre-employment drug test and at-random testing following employment. Positions with the United Keetoowah Band of Cherokee Indians in Oklahoma are subject to a 60-day introductory period. To apply, submit an application, resume, and signed position description no later than 4:00 pm on the closing date to: Human Resources Department, 18300 W Keetoowah Circle Tahlequah, OK 74464 or to [sthompson@ukb-nsn.gov](mailto:sthompson@ukb-nsn.gov) or via fax at (918)414-4005. For more information, visit our website at www.ukb-nsn.gov Sign below stating you have read the above job description and fully understand the qualifications, duties and responsibilities required of this position. Sign and Return job description with application packet. Application packets are not maintained after the position is filled. A new application is required for each position applied for.

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Applicant Signature Date