



Spirit Lake Tribe  
P.O. Box 359  
Fort Totten, North Dakota 58335  
slthr@spiritlakenation.com

**Job Title:**

**Accounts Receivable/AP Data Entry**

**Open Date:**

**May 9, 2017**

**Position Objective: Responsible for recording accounts receivable including; coding deposits, cash receipts, following up discrepancies, assist AR maintenance & invoicing, reconcile AR, and data entry AP checks.**

### **Major Duties & Responsibilities**

- Identify all deposits and code receipts to specific Federal, State, or local fund.
- Communicate with others, internally and externally, to assure the deposit is correct to the fund.
- Understand the bank set up and know where to make each deposit.
- Enter cash receipts in the accounting system daily.
- Maintain a filing system for all cash receipts.
- Research & solve AR deposit discrepancies.
- Assist in reconciliation of account receivable accounts, maintenance of AR accounts, and invoicing.
- Maintain an excel spreadsheet identifying in numerical order all cash receipts.
- Collaborate with the other AR staff on the log, cash receipts and other pertinent information.
- Communicate with those responsible for bank reconciliation when an error does exist so it can be worked out.
- Adjust and maintain accounts for tribal programs who distribute AR invoices.
- Reconcile subsidiary accounts with the Senior Accountant.
- Enter in AP checks as assigned into our accounting system on a daily basis.
- Ability to exercise judgment in evaluating completeness and accuracy of invoices submitted for payment.
- Assure all proper documentation is attached with the check copy for proper documentation, such as check requisition, with all proper signatures.
- Ability to accurately and quickly input data into a computer and detect and correct data entry errors at time of data entry.
- Communicate orally and written with others in the office, directors, or other employees as needed to perform the job.
- Represent Spirit Lake Tribe in a courteous manner and provide excellent customer service.
- Be able to adhere to strict daily time schedules.
- Keep work area clean and organized.
- Assist the department with other projects or tasks as assigned by your supervisor.

**Knowledge and Skills:**

- General accounting and office skills
- Displays a high level of effort and commitment to performing work; good attendance.

**Qualifications, Experience and education required:**

- Associates degree, with 6 months or more related work experience preferred.
- Experience with an accounting system is preferred.
- Microsoft office, Excel and Word.

<b>Job Location:</b>	Spirit Lake Tribal Community Center	<b>Company Industry:</b>	Spirit Lake Tribe- Finance
<b>Exempt/Non-exempt</b>	Non-exempt	<b>Closing Date:</b>	<b>May 23, 2017</b>
<b>Employment Status:</b>	Full- time	<b>Supervisor</b>	Spirit Lake CFO
<b>Hourly Salary Range:</b>	\$15.00 to \$22.00/HR DOQ	<b>Manages Others:</b>	No
<b>Please Send Application to:</b>			
<b>Name:</b>	Spirit Lake Human Resource Dept	<b>Email:</b>	slthr@spiritlekenation.com
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten, North Dakota	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-766-1203 or 701-766-1215	<b>Fax:</b>	701-766-1272

**Application Procedure**

Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.