



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

**Job Title:**

**Accounts Receivable & Asset Technician**

**Update Date:**

**March 15, 2019**

**Position Objective: Responsible for recording accounts receivable including; following up discrepancies, AR maintenance, invoicing, reconcile AR. Asset entering, filing, & running depreciation quarterly.**

### Major Duties & Responsibilities

- Adhere to the Finance Policy for Accounts Receivable (AR) and Asset & Property.
- Create invoices, one time and recurring. Coordinate with respective admins or personnel for invoices (new, adjust, etc.)
- Email invoices and statements to respective directors, admins, budget control and monitors.
- Collect and apply payments towards the entities invoices.
- Complete month end process for all programs with discrepancies annotated.
- Create files for all AR customers.
- Adjust and maintain accounts for tribal programs who distribute AR invoices, per policy.
- Tag and document all assets for the Tribe.
- Enter all assets into accounting software on a monthly basis and make the necessary copies of checks and invoices.
- Work with the Spirit Lake Health Center Property person to assure they are tagging all assets and providing documentation to Finance.
- Keep a record of all projects in a separate binder with all backup.
- Be familiar with OMB circulars or grant requirements for property and assets.
- Maintain a filing system of records.
- Lead the periodic inventory of all programs within the Tribe and update the records as needed.
- Shall coordinate and communicate with other Tribal personnel to assure the policy is followed.
- Shall assure all proper records are available and copied so the asset can be identified for depreciation purposes on a quarterly basis and at yearend.
- Prior to running depreciation consult with the Accountant or CFO for approval.
- Work with the auditor's at fiscal yearend as it pertains to assets and AR.
- 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>Marsh 29, 2019</b>
<b>Employment Status:</b>	Full- time	<b>Supervisor</b>	Spirit Lake CFO
<b>Hourly Salary Range:</b>	\$16.00 to \$24.00 per hour	<b>Manages Others:</b>	No

**Please Send Application to:**

<b>Name:</b>	Spirit Lake Human Resource Dept	<b>Email:</b>	<a href="mailto:ndemarce@spiritlakenation.com">ndemarce@spiritlakenation.com</a> or <a href="mailto:normar@spiritlakenation.com">normar@spiritlakenation.com</a>
<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>	701-381-0204 or 701-381-0361	<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.