



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

Job Title:	Accounting Technician	Open Date:	November 2, 2017
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Position Objective: This position is responsible for providing accounting support for the Spirit Lake Health Center (SLHC) Business Office.

Major Duties & Responsibilities

- Maintains accounts by reviewing documents to verify accounting data as necessary, entering data into the system.
- Post payments to close out claims.
- Maintains log of denied claims for further review.
- Answers telephone and greets visitor; provides information and assistance; receives and processes payments.
- Researches and resolves errors and inaccuracies.
- Serves as back up for Patient Registration and other position as directed.
- Must comply with federal laws and regulations as required by the Health Insurance Portability and Accountability Act (HIPAA) and the Privacy Act of 1974.

Qualifications, Experience and education required:

- High school diploma or equivalent.
- Knowledge of basic accounting principles.
- Knowledge of computers and job-related software programs and office equipment.
- Ability to work with personal computer and utilize a variety of software applications email.
- Skill in the use of such office equipment as a computer, scanner, fax machine, and copier.
- Must successfully pass a criminal and background check.
- Must successfully pass a pre-employment drug screen.

Job Role:	Business Office	Company Industry:	Spirit Lake Tribe
		Closing Date:	November 17, 2017
Employment Status:	Full- time	Supervision	Department Supervisor
Monthly Salary Range:	DOQ	Manages Others:	No
Number of Vacancies:	1		

Please Send Application to:

Name:	Spirit Lake Human Resource Department	Email:	slthr@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-766-1203 or 701-766-1215	Fax:	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.