



TRIBAL PERSONNEL DEPARTMENT

**JOB ANNOUNCEMENT**

**JOB TITLE:** **Accounts Payable Specialist**  
**SUPERVISOR:** Financial Managers  
**LOCATION:** Accounting Department  
**POST DATE:** July 7, 2026  
**CLOSING DATE:** July 21, 2026

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**General Description:** The primary responsibility of this position is to perform data entry and processing accounts payable checks for the organization.

**Qualifications:** High School Diploma or equivalent is required. Accounting Assistant Certificate or equivalent education is preferred. Two years bookkeeping or accounting experience in lieu of education will be considered.

**Salary:** \$18.00-\$23.00/hr. depending on qualifications.

**How to Apply:** Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website [www.ldftribe.com](http://www.ldftribe.com) or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department  
P.O. Box 67  
Lac du Flambeau, WI 54538  
715-588-3303  
Email: [hr@ldftribe.com](mailto:hr@ldftribe.com)

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians**  
**Nonexempt Position Description**

**A. TITLE OF POSITION:** Accounts Payable Specialist

**B. DEPARTMENT:** Accounting

**C. SUPERVISOR'S TITLE:** Staff Accountant or Financial Manager

**D. DESCRIPTION OF DUTIES:** The primary responsibility of this position is to perform data entry and processing accounts payable checks for the organization. Specific responsibilities include but are not limited to the following:

1. Review all invoices for appropriate documentation and approval prior to payment.
2. Enter all approved invoices for payment into the A/P system.
3. Process A/P checks currently due and/or to receive discounts.
4. Distribute checks in appropriate manner.
5. Respond to vendor and manager's inquiries.
6. Receipt payments from customers.
7. Back up to Actpay to distribute emails accordingly.
8. Maintain files and documentation thoroughly and accurately, in accordance with Tribal policies and accepted accounting practices.
9. Maintain and update fuel spreadsheet as needed.
10. Process revenue and miscellaneous billing payments in the financial system.
11. Maintain daily petty cash box.
12. Order/keep inventory of department supplies.
13. Planning and scheduling: responsible for the planning and scheduling A/P workload.
14. Budgeting and forecasting: provide forecast of scheduled due date for A/P.
15. Deliver A/P checks to the Post Office.
16. Performs all other duties as assigned.

**E. POSITION RELATIONSHIPS:**

1. **Internal:** Frequent contact with accounting staff, program managers, and supervisors from applicable programs.
2. **External:** Contact with vendors.

**F. SUPERVISORY RESPONSIBILITIES:** None

**G. SUPERVISION RECEIVED:** Direction and supervision from the Financial Managers.

**H. EDUCATION:** High School Diploma or equivalent is required. Accounting Assistant certificate or equivalent education preferred.

**I. EXPERIENCE:** Two years bookkeeping or accounting experience. Ability to handle large volumes of work and meet deadlines. Experience with Microsoft Word, Excel, Data Entry, and/or other related software.

