



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT-REPOST

JOB TITLE: **Accounts Payable Specialist**
SUPERVISOR: Financial Managers
LOCATION: Accounting Department
POST DATE: August 11, 2026
CLOSING DATE: Open until filled

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 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

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.

J. SKILLS:

1. Must possess excellent oral and written communication, mathematical, interpersonal, management, organizational, time management, customer service, and conflict resolution skills.
2. Proven ability to multi-task and produce accurate results in a high-volume work setting.
3. Must be proficient with personal computers, word processing, spreadsheets, accounting related software and 10-key by touch.
4. Must be able to follow standard filing procedures.
5. Must be able to interact with employees and vendors in a professional manner.
6. Must maintain confidentiality with tact and diplomacy.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Normal office environment.
2. **Exposure to Hazards:** May be exposed to situations where spills, wet floors, or associate's behaviors may create undesirable conditions.
3. **Physical Requirements:** Sitting, walking, repetitive hand movements, and keyboarding for extended periods of time is required. Must be able to occasionally lift up to 20 pounds.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Accounts Payable Specialist to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

M. OTHER: Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must attend all mandatory meetings. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

N. SIGNATURES:

Employee **Date**

Previously signed
Tribal Administrator **Date**

Manager **Date**

Previously signed
Human Resources Director **Date**