



# *Sokaogon Chippewa Community*

**3051 Sand Lake Road, Crandon, WI 54520**

**Phone: (715) 478-7500 \* Fax: (715) 478-5275**

***www.sokaogonchippewa.com***



**Position:** Accounts Payable Clerk  
**Hours:** Full-time – 40 hours per week  
**Location:** Tribal Office – Accounting Department

## **Duties/Responsibilities:**

- Record invoices and check requisitions in the Accounts Payable Journal.
- Prepare checks for payment for accounts.
- Maintain accurate records of all accounts payables as per the established procedures.
- Review check requisitions for completeness and accuracy before submitting.
- Coordinate efforts with program directors and/or agencies to ensure prompt and accurate payments.
- Attend meetings, trainings and workshops related to job enhancement.
- Summarize daily C-Store information on Excel Workbook.
- Distribute checks after all signatures are received.
- Make travel arrangements (hotel, airfare etc.) for staff.
- Order supplies for the Accounting Department and other departments.
- Cross-train for other accounting positions.
- Maintain professional and consistent communication when working with staff/vendors to ensure all information is accurate before initiating the payment process.
- Maintain confidentiality in accordance with the Federal Privacy Act and the SCC Confidentiality Agreement.
- Perform other duties as directed.

## **Qualifications:**

- Bookkeeping and/or Accounting training
- Excellent computer skills (Excel, Word) and accounting software.
- Bondable
- Able to work effectively with others and negotiate solutions.
- High School Diploma or GED Required.

*Pre-employment/random drug tests and a background check will be required for this position.*

**Native American preference is granted according to PL 93-638**

Submit completed applications and resumes to:  
Kimberlee A. Soldier, Interim HR Director  
3051 Sand Lake Road  
Crandon WI 54520  
(715) 478-7663  
Email: [hr@scc-nsn.gov](mailto:hr@scc-nsn.gov)

Posting Date: September 22, 2022  
Closing Date: Until filled

**Ga-na-waji Ga-wi-nug Way-ji-mooki-ji-wung Yi-e-we-meing-gun-a-sepii**