



**SOKAOGON  
CHIPPEWA  
COMMUNITY**  
**Mole Lake Band**

<b>Position:</b>	<i>Accounts Payable Clerk</i>
<b>Location:</b>	<i>Tribal Administration</i>
<b>Hours:</b>	<i>Full-time, 40 hours per week</i>
<b>Salary:</b>	<i>Commensurate with Education/Experience</i>
<b>Reports to:</b>	<i>Chief Financial Officer</i>

**Job Summary:**

*The Accounts Payable Clerk is responsible for managing and processing the company's accounts payable transactions, ensuring accuracy and timeliness in payments to vendors and suppliers. This role involves handling invoices, reconciling accounts, maintaining financial records, and supporting the overall accounts payable function to contribute to the efficient financial operations of the organization.*

**Duties and Responsibilities:**

- Review, verify, and process invoices from vendors and suppliers.
- Ensure invoices are accurate and adhere to company policies and procedures.
- Enter invoice data into the accounting system and ensure proper documentation.
- Prepare and process payments, including checks, electronic transfers, and ACH payments.
- Schedule and execute timely payments to avoid late fees and maintain good vendor relationships.
- Reconcile payment discrepancies and resolve any issues related to payments.
- Reconcile accounts payable ledger to ensure accuracy and completeness.
- Perform regular audits of accounts and transactions to identify and correct errors or discrepancies.
- Maintain and update vendor records, including contact information and payment terms.
- Respond to vendor inquiries and resolve any issues related to payments or account status.
- Assist in the preparation of financial reports related to accounts payable.
- Provide support during audits by preparing documentation and responding to auditor requests.
- Maintain accurate and organized records of all accounts payable transactions.
- Ensure that all documentation is filed properly and stored in compliance with company policies and regulatory requirements.
- Assist with other accounting and administrative tasks as needed.
- Provide support to the finance team and contribute to the efficient operation of the department.
- Must have a working knowledge and be able to adhere to all tribal ordinances, policies and procedures, EPA permitting process, THPO permitting process and any other regulations that are applicable to the grant projects.
- Complete other duties as assigned.

**Qualifications (Education, Experience, Knowledge, Skills, Abilities):**

- High Diploma or equivalent required.
- Associate's degree in Accounting, Finance, or related field preferred.
- Previous experience in an accounts payable or accounting role is preferred.
- Proficiency in accounting software and Microsoft Office Suite (Word, Excel).
- Strong attention to detail and accuracy in data entry.
- Good organizational and time-management skills.
- Effective communication and problem-solving abilities.
- Must have a valid Wisconsin Driver's License.
- Reliable, punctual, and able to handle confidential information with discretion.
- Ability to work independently and as part of a team.
- Strong work ethic and a proactive approach to tasks.

*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:**

**Sokaogon Chippewa Community**

**Human Resources Department**

3051 Sand Lake Road

Crandon WI 54520

(715) 478-7663

Email: [hr@scc-nsn.gov](mailto:hr@scc-nsn.gov)

**Posting Date: January 21, 2026**

**Closing Date: Until Filled**