

**NORTHERN CHEYENNE TRIBE
NORTHERN CHEYENNE TRIBAL HEALTH**

Position: Accounts Payable Clerk
Department: Northern Cheyenne Tribal Health Budget Office
Accountable: Executive Finance Officer
Classification: Regular Full Time

OPENING DATE: April 11, 2024

CLOSING DATE: April 24, 2023 at 4PM

How To Apply: Submit a completed application, **RESUME** (3) current (within 1 year) letters of recommendations (one must be past/present employer, Tribal certification or Tribal I.D. (if claiming Tribal preference) a DD214 (if claiming Veteran's preference) and college transcripts, (if claiming college education) to: Northern Cheyenne Tribe, attn. Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lama Deer, Mt. 59043

****Driver's License and Driving record required for this position****

Submit the required documents to the Human Resources Office located at the Little Wolf Capitol Building at the Security Desk, or mail to the Northern Cheyenne Human Resources Department at P.O. Box 128, Lama Deer, Montana 59043, or you can call (406) 477-4825 to email or fax.

**ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED
(applicant will be notified of any missing documents)**

SUMMARY OF WORK:

This position is a support position to the fiscal operations to the Northern Cheyenne Tribal Health. This position is responsible for processing payments vouchers, patient travel reimbursements, utility invoices, and a variety of vendors. Assisting with the accounts receivable depart with revenue generation.

JOB CHARACTERISTICS:

Nature of Work: This position work performed is sedentary and is performed in an office setting.

Personal Contact: Central Finance Accountant, Data-trak Revenue Generation Department, Program Staff in Third Party Business Office, Board Members, and a variety of vendors

Supervision Received: The incumbent's work is primarily independent and receives technical supervision only on complicated or complex matters. The incumbents work is periodically reviewed for compliance with tribal policies. General Supervision by Executive Finance Officer

Essential Functions:The primary functions of the position are to process payment vouchers for the utility invoices, board payments, and calculation of patient travel reimbursements per Recovery Travel Policy.

AREAS OF JOB ACCOUNTABILITY:

The incumbent must assure that all payment documents are all accurate and valid for the Utilities, telephone services, Travel associated with clients. Will work closely with Third Party Business office to assure accounts receivable process is timely.

JOB REQUIREMENTS:

Knowledge: Incumbent must have knowledge of computer applications, i.e. Microsoft professional office and docustore, accounts receivable system.

Skills: This position must be able to calculate numerically and with accuracy. Must have skill in electronic filing.

Abilities: Must be able to maintain accurate logs, track vendors payments, travel reimbursements. Must be able to communicate both verbally and in writing. Must have a minimum financial analytical skills to track trend and cost analysis.

JOB PERFORMANCE STANDARDS:

1. Will help in the development of goals and implement the goals in accordance with department Fiscal priorities.
2. Process payments for patient travel reimbursements into computer applications.
3. Accurately assess vendor invoices
4. In a timely fashion, process payment vouchers, submittal to central finance and follows up on check disbursement
5. Maintain electronic filing system.
6. Maintains current records and logs for patient travel related reimbursements.
7. Maintain current records and logs for all third party revenue generation reimbursements for deposit to Central Finance.
8. Serves as back up to 1. Travel Coordinator 2. Property/Supply Tech

EDUCATION AND EXPERIENCE:

The incumbent must have at least one year of general work experience that demonstrates the ability to accurately work and calculate numerical figures, and record keeping. Experience with the Third Party Revenue Generation accounts receivable.

