

JOB OPENING ANNOUNCEMENT

Job Title: Accounts Payable Technician **Report To:** Comptroller
Department: Tribal Housing **Job Vacancy:** YAN-25-12
Status: Full-Time; Non-Exempt **Starting Wage:** DOE
Opening Date: February 3, 2025 **Closing Date:** Until Filled

POSITION DESCRIPTION:

This position provides a wide variety of financial accounting support activities for the Yavapai-Apache Nation Tribal Housing department.

QUALIFICATIONS:

- Prefer high school diploma or GED
- Two (2) year experience in general business office and/or filing activities.
- An understanding of accounting/bookkeeping activities and processes.
- Personal Computer skills required, including beginning to intermediate Excel knowledge.
- Able to operate various office equipment such as: fax, copier, etc.
- Must work well with others, i.e., staff and other housing clients.
- Must have a valid Arizona Driver License and be insurable with the Yavapai-Apache Nation's insurance policy and maintain insurability throughout the duration of employment.

DUTIES AND RESPONSIBILITIES:

- Maintain all accounting and financial files in an orderly and timely manner.
- Maintain all HUD program files in an orderly and timely manner.
- Process Accounts Payable on a daily/weekly basis.
- Work with Vendors regarding outstanding balances when necessary.
- Assist the Comptroller in the following areas: research housing clients' accounts receivable records, prepare detailed listings of housing financial data as assigned, maintain computer data files for budgeting and HUD reporting purposes, retrieve stored records when necessary.
- Support for the Financial Analyst position, including researching invoices, payments, preparing bank deposits and purchase orders. Assist with contractor/vendor contract regarding payments/charge irregularities.
- Support the Housing Department Administrative Assistant position, including recording cash receipts, work orders and trash service records.
- Be the main point of contact for the Tunlii Community Building, Tunlii Park and Kwail Heights Gymnasium.
- Other accounting/administrative tasks as assigned.

Physical Requirements

The employee must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms.

How to apply: Please submit your resume and application to:

Yavapai-Apache Nation / Human Resources

2400 W. Datsi / Camp Verde, AZ 86322

P: 928-567-1062 / Fax: 928-567-1064

www.yavapai-apache.org

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**

