

## **JOB OPENING ANNOUNCEMENT**

**Job Title:** Accounts Payable Admin

**Report To:** Accountant

**Department:** Sand & Rock

**Job Vacancy:** YAN-25-122

**Status:** Full-Time; Non-Exempt

**Starting Wage:** DOE

**Opening Date:** 12/29/2025

**Closing Date:** Until Filled

### **POSITION DESCRIPTION:**

Obtain revenue and pays invoices by verifying and completing payable and receivable transactions. Processes credit card payments.

### **QUALIFICATIONS:**

- Must have High School Diploma or GED.
- Must meet all requirements of Confidentiality and Safety.
- Must have administrative writing skills.
- Must have good Customer service skills.
- Organization, Data Entry Skills.
- General Math skills
- Financial Software and analyzing information, attention to detail, thoroughness, reporting research results and verbal communication.

### **DUTIES AND RESPONSIBILITIES:**

- Prepares work to be accomplished by gathering and sorting documents and related information.
- Post invoices into the computer system program.
- Pays invoices by verifying transaction information, scheduling and preparing disbursements; obtaining authorization of payments.
- Maintain all vendors accounts
- Obtain revenue by verifying transaction information; computing charges and refunds; preparing and mailing invoices; identifying delinquent accounts and insufficient payments.
- Resolves account discrepancies by investigating documentation; issuing stop payments, payments or adjustments.
- Maintains financial security by following internal accounting controls.
- Works closely with Yavapai-Apache Nation Financial accountants.
- Provides assistants with annual Audits.
- Assist customers, staff and vendors; provides basic office skills; answering phone, emails and any other duties assigned as needed.
- Maintains financial historical records by filing accounting documents
- Secure financial information by completing data base backups.

- Process Credit Application for new customer for management reviews; meets deadlines.
- Generate daily ticket processing and invoicing.
- Mail customer monthly statements.

**Physical Requirements:**

- Must be able to lift up to twenty (20) lbs.
- Must be able to sit for long periods of time.

**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](http://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**