

**LOWER BRULE SIOUX TRIBE**  
**ACCOUNTS RECEIVABLE**  
**Job Announcement**

**JOB TITLE:** Accounts Receivable Specialist

**JOB CLASS:** Level VI

**JOB SUMMARY:** The Accounts Receivable specialist will be under the supervision of the Comptroller, and will be responsible for billing program invoices, receipting remittances, and entering receivables into the tribe's automated accounting system either as total of funds obligated or as a cash receipt.

***Illustrative Duties/Responsibilities***

- Provide a written pre-numbered receipt for all cash remittance from whatever source.
- Deposit all cash received to the bank within one business day after they have been received. Cash shall not be retained in an "impressed cash" or "petty cash" fund.
- JV and post to the general ledger funds received.
- Maintain bookkeeping database and spreadsheet, update information as needed.
- Communicate with clients and customers to request and arrange payments.
- Record and track payments on database.
- Update client accounts based on payment or contact information.

***Qualifications/Skills***

- Strong interpersonal and communication skills as well as the ability to maintain professionalism under pressure.
- Strong management and organizational skills, accuracy and attention to detail.
- Advanced computer skills and proficiency with financial management software.
- A minimum of associate's degree or training or course work in accounting and billing.
- A successful completion of two years of post secondary education or training in related field, or
- The equivalent of five years or more of job related experience.
- Must pass drug test prior to beginning employment.
- Must pass background check prior to beginning employment.

**TO APPLY:**

Pick up LBST application & submit application/Resume to:

**Human Resources Office**  
**187 Oyate Circle**  
**Lower Brule Sioux Tribe**  
**Lower Brule, SD 57548**

**Opening Date: 04/21/22**

**Closing Date: 05/05/22**