

Accounts Payable Technician #2021-57 (STROUD) This position is responsible for the processing and maintaining accounting control of the Accounts Payable function for the Sac and Fox Nation. Computes, classifies, and enters numerical data for accurate financial records. Also responsible for maintaining all payment and other transaction records including AP Vendor File. Utilizes double entry accounting concepts for the computerized accounting system. Prepares checks and submits with appropriate backup for authorized approval and/or signatures. Reconciles paid vouchers with General Ledger and files according to program by check date and check number. Assists in preparation of 1099's and 1096's and other regulatory reporting requirements. Knowledge of basic accounting principles. Knowledge of computerized and other automated record systems. Knowledge of and understanding of regulatory reporting requirements. Skills in the use of office equipment, including data processing systems. High School diploma or GED. At least of a minimum of three (3) to five (5) years' work experience in accounting.