CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
(406) 675-2700
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V A C A N C Y A N N O U N C E M E N T

TITLE:	**DHRD Accounts Payable Specialist**	$19.64 to $22.58
	DHRD Accounts Payable Technician	$17.60 to $20.23
CONDITION:	One (1) Full-time position will be filled contingent upon the role for which the applicant is best qualified.	
LOCATION:	Department of Human Resource Development	
CLOSING DATE:	Monday, November 16, 2026, at 5:30 p.m.	

SPECIAL CONDITIONS:

This position is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. The successful applicant, if not employed by the Tribes, must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.

DHRD Accounts Payable Specialist: This position is an administrative/accounting position under the Department of Human Resource & Development (DHRD) in the Finance and Grants Division, which involves a great deal of detailed accounting, data entry work combined with governing the correct dollar amounts to be paid on behalf of: the State funded IV- E foster care program, Bureau of Indian Affairs (BIA) child welfare program, TANF/cash assistance program, and General Assistance program and all other purchase requests that are submitted.

Duties and Responsibilities of the Specialist:

- Receives, processes, verifies, and reconciles all departmental invoices.
- Analyzes and reviews transactional information for:
  - -Compliance with Federal, grants, Tribal/BIA and State funding.
  - -Compliance with CSKT and DHRD policies and procedures.
  - -Accuracy between supporting documentation and electronic documents.
- Charges expenses to accounts and cost centers, as well as controlling petty cash spending.
- Responsible for deciphering purchase requests and translating them into purchase orders.
- Prepare public information notices to be placed in local papers for division manager review.
- Professionally greets and conveys a positive attitude and appearance to all individuals seeking services offered by the DHRD offices.
- Manages cash collection and deposit process for department.
- Research and resolution of invoice or client AP issues.
- Verifying vendor accounts, paying vendors, and resolving purchase orders, invoices, or payment discrepancies.
- Responsible for the financial, administrative, and clerical support of the department.
- Incumbents must investigate and resolve non-complex issues associated with processing invoices.
- Timely responses to internal and external vendor inquire/issues.
- Position notifies Finance & Grants Division Manager of sensitive issues regarding any accounts within DHRD.
- Performs other related duties as assigned by Department Head and Division Manager.

DHRD Accounts Payable Technician: The position is a technical position under the Department of Human Resource & Development (DHRD), which involves a great deal of detailed accounting/data entry work combined with determining the correct dollars to be paid on behalf of; IV- E foster care, BIA child welfare, TANF, General Assistance and all other purchase requests that are submitted.

Duties and Responsibilities of the Technician:

- Incumbent is responsible for preparing minimum of 50% of DHRD employee timesheets. These numbers may increase based programs work experience, OJT and SYEP. At times incumbent may process all DHRD employee timesheets.
- With supervision of the Finance Supervisor incumbent will resolve any timekeeping discrepancies.
- Receives and sends W-9 to Central Accounting and follows up.
- Incumbent sends copies of POs to request programs.
- Assist with A/R procedures such as verifying incoming funds, preparing receipts and assisting Specialist with receipting process.
- Operating a computer terminal for data entry and inquiry to an accounting database.
- Responsible for resolving purchase order, invoice, or payment discrepancies with minimal supervision.
- Timely responses to internal and external vendor inquire/issues.
- Position notifies Finance & Grants Division Manager of sensitive issues regarding any accounts within DHRD.
- Prepare travel vouchers/checks for all DHRD staff, ensuring that the best prices for motels, airline, etc., are received.
- Ensure that all processing and reporting deadlines are consistently achieved

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

DHRD Accounts Payable Specialist:

- Preferably an AA Degree in business management or accounting field with special emphasis on Accounts Payable and one (1) year related work experience or High School Diploma with three (3) years accounting courses above high school level and/or four (4) years accounting work experience, or any equivalent combination of training and work experience. Preference given to experience with the Confederated Salish and Kootenai Tribes accounting systems.
- At least six years of computer experience working word processing, database, and spreadsheet applications. Working knowledge of advanced computerized accounting systems
- Must be able to do data entry for an extended period of time uninterrupted on a daily basis (goes to hand strength and ability to sit for extended period).
- Must be able to stand at copy machine to process paid bills for an extended period of time.
- Must be able to lift purchase requisition boxes (approximately 28 lbs.) to load printer when required.

DHRD Accounts Payable Technician:

- High school graduate or GED with one year of accounting experience. One year of accounting courses above high school level or one year of accounting experience or have any equivalent combination of training and experience. OR two years' clerical experience OR experience through OJT/WEX/ TANF/WIOA.
- At least 3 years of computer experience working word processing, database, and spreadsheet applications. Working knowledge of advanced computerized accounting systems.
- Must be able to do data entry for an extended period of time uninterrupted on a daily basis (goes to hand strength and ability to sit for extended period).
- Must be able to stand at copy machine to process paid bills for an extended period of time.
- Must be able to lift purchase requisition boxes (approximately 28 lbs.) to load printer when required.

Interested applicants may obtain further information by requesting a copy of the full Position Description from the Tribal Personnel Office (406) 675-2700 Ext. 1040.

SUBMIT:

1. Completed Tribal employment application.
2. Completed supplemental questionnaire for background investigations.
3. Copy of relevant academic transcripts and training certificates.
4. Copy of current valid driver's license and proof of liability insurance.
5. Proof of enrollment from a federally recognized Tribe if other than CSKT.
6. If claiming veteran's preference, a copy of DD214 must be submitted.

FAILURE TO SUBMIT COPIES OF THE ABOVE DOCUMENTATION MAY RESULT IN THE DISQUALIFICATION OF YOUR APPLICATION FROM THE SCREENING PROCESS.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, telephone (406) 675-2700 Ext. 1043. **FOR MORE INFORMATION:** Karen Renz, Finance Division Director @ 675-2700 Ext. #1345