CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
(406) 675-2700
PERSONNEL OFFICE FAX: (406) 226-2562
WEBSITE: cskt.org/personnel
E-mail: shelley.grenier@cskt.org

****V A C A N C Y A N N O U N C E M E N T****

TITLE:	Accounts Payable Specialist	$21.26 to $24.44
	Accounts Payable Technician	$17.24 to $19.82
CONDITION:	One (1) Vacancy will be filled contingent upon the role for which the applicant is best qualified.	
SALARY:	Negotiable (DOE) Salary will be determined based on your skills, qualifications, and negotiation.	
LOCATION:	Office of Accounting, Budget & Compliance	
CLOSING DATE:	Monday, December 7, 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 already employed by the Tribes, must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.***

DUTIES INCLUDE:

Duties and Responsibilities of the Accounts Payable Specialist:

- Incumbent is responsible for the check processing for all Accounts Payable checks issued by Central Accounting and ensuring that all payments are made in a timely manner to give the Tribe the opportunity to receive and take advantage of any and all discounts.
- Incumbent will provide oversight of financial obligations and accountability to all Departments under the Tribal Government.
- Process all Purchase Requisitions received from all departments within the Tribal Accounting system, for payment, to include, but not limited to Tribal programs, Indian Health Services, Bureau of Indian Affairs Compacts, and all Federal , State and Contract and Grant programs.

Duties and Responsibilities of the Accounts Payable Technician:

- Create new vendors in the database accurately so the payments are distributed correctly, and the
- W-9/1099 process can run efficiently. Initiate changes to the vendor's addresses, as necessary.
- Create Batch's for Encumbrances daily, making corrections, manually liquidating of obligations when required.

- Maintains a voided encumbrance files.
- Receives, reviews original PR's daily, verifies for accuracy of original PR's before payment is made; reviews for accuracy of totals and the proper invoices are attached. Ensure each PR is accompanied by a copy of invoice or statement to be sent with each check. Return incomplete PR's to programs for corrections.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION):

Accounts Payable Specialist:

- High school diploma with two years accounting courses above high school level and/or three years accounting experience, or any equivalent combination of training and experience. Preferably an AA Degree in business management field with special emphasis on Accounts Payable. Preference given to experience with the Confederated Salish and Kootenai Tribes accounting systems.

Accounts Payable Technician:

- High school diploma or GED or possess equivalent 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.

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 (for both positions):

1. Tribal employment application.
1. Copy of relevant academic transcripts and training certificates.
2. Copy of a current, valid Driver's License.
3. Proof of enrollment in a federally recognized Tribe.
4. If you claimed 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, P.O. Box 278, Pablo, MT 59855, Telephone 406-675-2700, Ext. 1040, personnel@cskt.org. **FOR MORE INFORMATION:** Contact Catherine Jackson, AP/AR Manager 406.675.2700, Ext. 1018.