



Menominee Casino Resort

2nd Posting

Position Accounts Payable Clerk

Job Status Full-Time

Minimum Age 18

Wage \$ NEGOTIABLE \$

Date Posted Wednesday, May 10, 2023 8:00:00 AM

Date Closed Friday, June 09, 2023 4:30:00 PM

FIRST POSTING: OPEN 5 DAYS AND LIMITED TO ANY ENROLLED MENOMINEE TRIBAL MEMBER. SECOND POSTING: OPEN TO THE GENERAL PUBLIC.

SUMMARY

Responsible for properly performing all financial activities related to Accounts Payable, in accordance with established policies, procedures and controls, while maintaining the strictest level of confidentiality.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains the strictest level of confidentiality.
- Ensures that payments are maintained for all accounts, and that the accounts payable process and follow-up is completed in a timely manner, in accordance with established policies and procedures.
- Researches, and processes for payment on a weekly basis, all invoices that require payment; enters necessary information into computer, and pays invoices in a timely manner. Includes checking invoices for proper accounting information, vendor number, and documentation, signatures and management approval and follow-up after return due date any invoices not turned in.
- Responsible for monitoring entertainment payments, filling out the WT-11 and making necessary payments to the State.
- Responsible for maintaining W-9's for entertainers, promotions, etc. including processing of 1099 Misc forms at year-end.
- Responsible for filing and maintaining individual vendor and contract files.
- Advises management and respective vendors when an invoice has not been authorized for payment, researches same, and remedies situation.
- Responsible for maintaining records for 1099's and processing at year-end.
- Communicates with all departments, with respect to invoices, travel reports, etc.
- Assist with generating Purchase Orders and distributing departmental mail as needed.
- Responsible for safekeeping of company issued credit cards and gift cards. Credit card or gift card to be released when approved by Management. Includes tracking charges and balances.
- Responsible for printing Aging Report and analyze report for cash flow purposes.
- Prepared necessary spreadsheets for Internal and External auditors as needed.
- Held accountable, to a high degree, for the accuracy and thoroughness of departmental records and reports; files departmental records and reports.
- Responsible for maintaining a consistent, regular attendance record.
- *Any other duties as assigned by the Financial Director.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School diploma or GED required. Associate's degree preferred, or two to four years related accounting/bookkeeping/accounts payable experience and/or training, or an equivalent combination of education and experience.

SPECIAL QUALIFICATIONS



MENOMINEE
CASINO RESORT

Menominee Casino Resort

Must possess effective communication and organizational skills. A minimum of one-year experience in Accounts Payable, with concentration on sorting and prioritizing invoices, researching inadequate information, and communicating with vendors on problematic or past-due accounts required. Must be computer-literate in appropriate software. Ability to perform record maintenance.

CRIMINAL BACKGROUND MINIMUM REQUIREMENTS:

No person shall be eligible for employment at Menominee Casino Resort/Thunderbird complex if they have been convicted, or have a pending unresolved charge of:

- Any crime which would require compliance with the reporting requirements for sex offenders pursuant to Menominee or Wisconsin Law.
- A felony conviction of any kind in the immediately preceding two years.
- A crime of any kind related to gambling in the immediately preceding two years.
- A crime of any kind related to theft, fraud, or misrepresentation in the immediately preceding two years.
- A crime of any kind related to a crime of violence, or involving domestic violence, or a drug offense involving sale of drugs, or possession with intent to sell drugs during the immediately preceding two years.

In addition to the minimum criminal background requirements listed above, employee must meet the minimum criminal background requirements necessary to obtain a gaming license as stated in Menominee Tribal Code Chapter 347 and the Tribal Gaming Compact.

LANGUAGE SKILLS

Ability to read, analyze, and interpret the most complex of documents, such as technical journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from guests, regulatory agencies, or members of the business community. Ability to effectively present information in one-on-one or small group situations.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to apply commonsense understanding to carry out a variety of instructions furnished in oral, written or diagram form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an Employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Employee is regularly required to talk or hear. The Employee is also regularly required to stand; walk; sit; and use hands to finger, handle, or feel objects, tools or controls. The Employee is occasionally required to reach with hands and arms, and to sit; climb or balance; and stoop, kneel, crouch or crawl.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an Employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee must be able to operate a calculator, copier and fax machine.

The noise level in the work environment is usually mild.