

**KENAITZE INDIAN TRIBE  
JOB DESCRIPTION**

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**POSITION TITLE:** Accounts Payable Specialist – Charge Card Program

**TYPE OF POSITION:** Full Time

**POSITION HOURS:** Monday-Friday, 8:00am – 5:00pm

**REPORTS TO:** Controller

**INDIAN PREFERENCE:** Native preference under P.L. 93-638

**POSTING PERIOD:** January 25, 2012 – Open Until Filled

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**KENAITZE INDIAN TRIBE**

**Purpose**

To assure Kahtnuht'ana Dena'ina thrive forever.

**Kahtnuht'ana Dena'ina Values**

These are the beliefs and principles that define our people and will assure our future as tribe:

- Family: honoring and sustaining health and happiness of family as a first responsibility
- Stewardship: respectful use of land, resources and all creations
- Spiritual Beliefs: acknowledging the existence of a higher power and respecting spiritual beliefs
- Education: passing down cultural knowledge and traditions and supporting formal education

**Vision**

**By 2025, Dena'ina are prosperous, healthy, and culturally strong**

- We will work toward united effort with Native organizations and other governments that impact our people
- We will develop and implement a tribal education system
- We will live our traditional values and practices
- We will empower our sovereignty
- We will achieve having enough to take care of ourselves and share with others and being resilient

- We will strive for excellence in all of our programs
- We will elevate the wellness status of our people

### **POSITION SUMMARY**

The Accounts Payable Specialist – Charge Card Program, under the direction and supervision of the Controller, is responsible for the charge card program accounts payable function of the Tribe’s accounting department.

### **QUALIFICATIONS**

(Consideration may be given for equivalent knowledge, skills, abilities, education, and experience)

- Bachelor’s degree in accounting, finance, or related field.
- Experience in governmental and fund accounting.
- Experience in charge card program management and cardholder training.
- Experienced with Microsoft Office applications including Word, Excel, Outlook, and Power Point.
- Three to five years progressive experience in the accounts payable function.
- Ability to multi-task, and work under the pressure of deadlines.
- Ability to communicate clearly and effectively.
- Must work well in an environment that promotes job sharing, training, and team building.
- Knowledge and experience working with Alaska Native/American Indian people preferred.

### **ESSENTIAL FUNCTIONS**

- Schedule and provide training to employees who qualify to hold purchase and/or travel cards.
- Ensure that procedures are followed and purchases properly documented when charge cards are used.
- Provide on-going cardholder support and program management.
- Track, verify, and reconcile travel authorizations, reimbursements, and outstanding trip reports.
- Track, and reconcile stipend pay.
- Review and reconcile monthly cardholder statements.
- Performs other duties as assigned.

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This Job Description reflects Kenaitze Indian Tribe’s best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and qualifications of the job.

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Employee Name (printed): _____	Date _____
Employee Signature: _____	
Immediate Supervisor Signature: _____	Date _____