

PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

VACANCY ANNOUNCEMENT

POSITION: *Accounts Receivable Clerk* – Part Time (2)
PROGRAM: Finance
LOCATION: Department of Treasury Building, Concho, OK
ISSUE DATE: December 4, 2025

OPEN UNTIL FILLED

GENERAL DESCRIPTION:

The Accounts Receivable Clerk is responsible for monitoring, intaking, and processing all incoming deposits to ensure accurate and timely recording of revenue. This position ensures that deposit documentation is complete, funds are properly logged and tracked, and deposits are processed through both physical and digital channels. In addition to accounting duties, the Accounts Receivable Clerk assists with front desk operations and provides coverage for the Receptionist as needed.

KEY RESPONSIBILITIES:

- Intake and process incoming deposits in accordance with established accounting procedures.
- Verify that all deposit documentation is complete, accurate, and properly approved.
- Log and track deposits to ensure accurate posting to the appropriate accounts.
- Prepare and deliver deposits to the bank, as well as process electronic deposits using the in-office bank scanner.
- Maintain organized and secure records of all deposit transactions and support documentation.
- Communicate with internal departments to obtain missing or incomplete deposit information.
- Assist with general front desk duties, including greeting visitors, answering phones, and providing receptionist coverage as needed.
- Support the Senior Accounting Manager with other finance-related tasks or special projects as assigned.

QUALIFICATIONS:

- High School Diploma or GED required.
- 1 year accounting or bookkeeping coursework or experience preferred.
- Basic understanding of accounts receivable and cash handling procedures.

- Strong attention to detail and accuracy.
- Proficiency in Microsoft Excel and general accounting software.
- Excellent organizational and time management skills.
- Ability to maintain confidentiality and work independently.
- Strong interpersonal and communication skills for both internal and external interactions.
- Valid driver's license required for making bank deposits.

WORKING CONDITIONS:

- Part-time, flexible schedule (up to 20 hours per week).
- Work hours must fall between 8:00 a.m. and 5:00 p.m., as approved by the supervisor.
- In-office position – remote work is not available.
- Occasional travel may be required for making bank deposits.

Department of Treasury



SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 167

Concho, OK 73022

Or e-mail: atisdale@cheyenneandrapaho-nsn.gov

Office (405) 422-7498

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Toll Free 1 (800) 247-4612 ext. 27498



To view all our current vacancy announcements, please visit our website
at: www.cheyenneandrapaho-nsn.gov