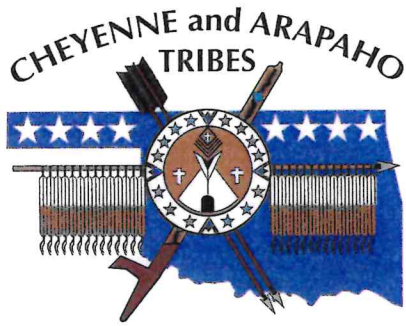


PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

VACANCY ANNOUNCEMENT

Position: Accounts Payable Office Aide
Program: Accounts Payable
Department: Treasury
Location: Department of Treasury Building
Issue Date: April 20, 2026

OPEN UNTIL FILLED

General Description:

The Accounts Payable Office Aide position is under the direct supervision of the Accounts Payable Manager to provide administrative and clerical support. This position has the responsibility of assisting, maintaining and implementing daily tasks, and providing general assistance for the Accounts Payable Office related assigned duties.

Description of Duties:

Duties and responsibilities include, but are not limited to:

- Prepare, organize, and maintain AP office records
- Provide General office support
- Route all incoming/outgoing mail and interoffice correspondence
- Screen visitors
- Respond to incoming Vendor/Program Inquires
- Direct calls to appropriate personnel
- Assist in routing documents for signatures and approvals
- Order and maintain inventory of office supplies
- Maintain AP credit card control and security
- Receipt in/out credit card activity
- Maintain Check Sign out sheets
- Other duties as assigned

Knowledge and Skills:

- Ten Key Proficient
- Previous clerical or administrative experience preferred
- Experience in general office procedures
- Familiar with Microsoft applications: such as word, excel, and outlook programs.
- Familiar with basic filing techniques
- Strong attention to detail, organization, and recordkeeping skills
- Excellent verbal and written communication skills
- Ability to maintain confidentiality and professionalism in all matters

Qualifications:

- High school diploma or GED certified.
- Valid Oklahoma Driver's License and reliable transportation;
- One (1) year minimum of experience performing a variety of complex clerical duties
- Proficient in Microsoft Excel and Word
- Cheyenne-Arapaho preference.

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@cheyenneandarapaho-nsn.gov

Office (405) 422-7498

Fax (405) 422-8222

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



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