



Prairie Band, LLC is seeking qualified candidates to fill an Accounting Clerk position. Prairie Band, LLC is wholly owned by the Prairie Band Potawatomi Nation and operates as a holding company responsible for diversifying, managing and expanding economic interests of the Prairie Band Potawatomi Nation. Prairie Band, LLC operates 6 subsidiary companies which include; Prairie Band Health Services, Inc., Prairie Band Propane, Inc., Prairie Band Capital, LLC, Prairie Band Construction, Inc., Prairie Band Distribution, LLC and Potawatomi Retail, LLC.

As a young company experiencing rapid growth Prairie Band, LLC offers great potential for individuals interested in career advancement. Candidates are encouraged to apply by sending a resume and completed employment application to jobs@prairiebandllc.com. Consistent with Prairie Band Potawatomi Nation law, employment preference will be given to qualified tribal candidates. The position will remain open until filled.

JOB DESCRIPTION

Basic Function: The Accounting Clerk position is responsible for providing bookkeeping and accounting services including; accounts receivable, accounts payable, inventory, records management, governmental reporting, administrative duties, and project management.

Principal Responsibilities Include:

1. Assist with various accounts payable duties including but not limited to entering data, organizing invoices, entering bills and reimbursements, mailing checks, organizing documents and printing reports.
2. Maintain inventory and fixed asset database.
3. Track fixed assets and inventory, as well as assist with fixed asset maintenance, disposal and acquisition.
4. Complete government compliance requests and reports for approval.
5. Assist with various accounts receivable duties including but not limited to entering and printing invoices, gathering data for invoices, entering data, collecting and monitoring past due accounts and depositing checks.
6. Type and assemble data for management projects and update various analysis documents and reports (i.e., spreadsheets, tables, presentations, charts, reports and memorandums).
7. File and scan all bookkeeping documents and attach all bills and documentation into accounting software.
8. Perform various bookkeeping functions
9. Provide office support services and administrative support.
10. Print and prepare documentation for weekly bookkeeping entries.
11. Process weekly entries for automatic withdrawals and deposits.
12. Assist with monthly close-out process.
13. Participate in regular accounting meetings and other meetings as required.
14. Assist with annual audit and be available during fieldwork.



15. Assist management with tracking departmental budgets and preparing annual budget.
16. Assist with and provide backup support for administrative assistant position duties and responsibilities.
17. Review company files and maintain confidentiality of company information.
18. Establish and maintain effective working relationships with all levels of Prairie Band, LLC personnel and external contacts.
19. Effectively communicate orally and in writing.
20. Contribute to team effort by accomplishing related results as needed.
21. This position requires knowledge, utilization and proficiency in use of a variety of software package, as well as an understanding of office practices and administrative policies and procedures.

Required Qualifications:

1. 1-2 years of relevant work experience in Construction or other Project Management Type Accounting
2. High School Diploma or GED
3. Proficient in Microsoft Excel, Access, Word, PowerPoint, and OneNote
4. Successfully pass a background check and pre-employment drug screening
5. Attention to detail and excellent organizational and time management skills are essential
6. Must have a valid driver's license and be insurable
7. Ability to work under pressure and meet deadlines

Preferred Qualifications:

Associate or Bachelor's Degree in Accounting
1-4 years' Experience with QuickBooks

Working Conditions: Primarily in an office environment. As needed the Accounting Clerk will be expected to travel to Prairie Band, LLC subsidiary companies. Periodic weekend or evening work is expected.

Reports to: Financial Controller

Salary & Benefits: Negotiable based on experience & qualifications

Questions and/or Submission of Resume & Application (email preferred):

Prairie Band, LLC jobs@prairiebandllc.com
PO Box 159
Mayetta, KS 66509

Prairie Band, LLC is subject to Title 22: Employment Code of the Prairie Band Potawatomi Nation. In accordance with Title 22, this position is designated as a **TIER 1** position. Preference will be given to individuals to the extent required pursuant to Section 22-2-4(B).