

# Sisseton-Wahpeton Oyate

## Job Description

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**Job Title:** Internal Collections Specialist

**Reports to:** CFO (Trainee)/ Comptroller

**Duties and Responsibilities:**

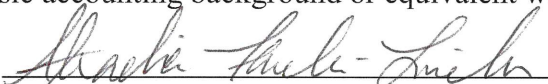
- Must remain at work station;
- Resolves billing inconsistencies and errors;
- Creates and distributes invoices to Programs;
- Creates and maintains excel spreadsheet of multiple vendors;
- Tracks and records payments and other financial data into individual spreadsheets;
- Ensures that each account is paid on time and in full;
- Will be sending out frequent email reminders to Programs with outstanding balances;
- Tracks and records all internal checks received;
- Will be required to perform administrative assistant duties as needed and any additional duties assigned by the CFO, Comptroller, and Accountants;

**Qualifications and Requirements:**

- Proficient in the use of computer equipment and various software programs including Excel, Microsoft Word, etc.;
- Knowledge of and experience with accounting, data entry and administrative management practices and procedures;
- Must complete a 90-day probation;
- A working knowledge of the administrative processes within the Sisseton-Wahpeton Oyate;
- Problem analysis and assessment skills;
- High level of accuracy and attention to detail;
- Must maintain confidentiality;
- Strong communication skills and great customer service;

**Education and/or Experience:**

- High school diploma or G.E.D. equivalent required
- Prefer applicant to have an Associate's degree in Accounting or Business Administration or working towards one;
- Basic accounting background or equivalent work experience.

Approved  Date 3/21/24