



## *Accounts Payable Clerk*

**Department:** Finance  
**Supervisor:** Comptroller and/or VP for Finance  
**Status:** Full-Time  
**Classification:** Non- Exempt

---

### **MISSION**

*The mission of Red Cloud Indian School, Inc. (RCIS), a Catholic institution administered by the Jesuits and the Lakota people, is to develop and grow as a vibrant Church, through an education of the mind and spirit that promotes the values of the Lakota culture.*

*RCIS includes two elementary schools, a high school, The Heritage Center, and six churches on Pine Ridge Indian Reservation in southwestern South Dakota. By integrating both Lakota culture and heritage with spiritual beliefs and practices from the Lakota and Catholic traditions, RCIS aims to educate both the mind and the heart of its students, parishioners, and staff, creating leaders of tomorrow with competence, conscience, and compassion.*

### **Position Summary:**

The Accounts Payable Clerk provides direct support and is under the supervision of the Comptroller and/or VP for Finance of Red Cloud Indian School (RCIS). This qualified individual will be responsible for the duties associated with Accounts Payable.

### **I. Essential Job Functions:**

1. Receive & stamp mail involving accounts payable, reconcile invoices and payments.
2. Request payments for invoices be uploaded from the proper department and prompt follow up.
3. Get proper approval for purchase orders & line item codes from the Comptroller and/or VP for Finance.
4. Enter invoices into the accounting system for payment processing.
5. Maintain files of Sales and Use Tax Certificates from various vendors.
6. Responsible for instructing departments on the specifics of purchasing procedures.
7. Prepare documents and checks for bulk mailing and maintain appropriate records.
8. Keeps the Comptroller and/or VP for Finance informed of potential accounting and billing problems.
9. Maintains vendor files.
10. Answers and assists with accounts payable questions as needed.
11. Responsible for the postage meter.
12. Enters cash receipts into the accounting software system.
13. Assist with the annual audit.
14. Share duties associated with the cashier window.

15. Other duties as assigned and deemed necessary by the Red Cloud Indian School, Inc.

II. Job Qualifications:

- Minimum of high school diploma and GED will be accepted. Associates Degree or Bachelor's Degree in Accounting/General Business preferred.
- Knowledge of basic principles of accounting.
- Ability to effectively work with deadlines and time constraints.
- Ability to effectively coordinate and analyze large volumes of information.
- Ability to demonstrate excellent work ethics.
- Ability to demonstrate confidentiality.
- Well organized and able to multitask..
- Possess effective oral and written communication skills.
- Ability to work within the Lakota Catholic Mission
- All applicants are required to pass a successful background check.

Physical requirements: Ability to sit at a desk and use a personal computer, telephone or other desktop office equipment—60% of work time, walking and standing for extended periods of time —35% of work time, bending at the waist and lifting less than 5 lbs.—3% of work time, bending at the waist and lifting 5-15 lbs. 2% of work time.

**To Apply:**

Send complete application and resume to:

**Brenda Bad Heart Bull, ED of HR**

**Mahpiya Luta/Red Cloud**

**100 Mission Drive**

**Pine Ridge, SD 57770**

[brendabadheartbull@redcloudschool.org](mailto:brendabadheartbull@redcloudschool.org)