



Your career awaits!

Eastern Aleutian Tribes is seeking qualified applicants for a
Accounts Payable Clerk

Working together to promote healthy communities

Working collaboratively with a Finance team, the **Accounts Payable Clerk** is responsible for paying, reconciling and maintaining accounts payable records in a timely and accurate fashion. With over eight sites throughout the region and multiple vendors supporting each, this is no small feat! The job demands someone who is organized, pro-active, and disciplined to stay on top of things, and adaptable and objective enough to identify new, pragmatic solutions to day-to-day challenges. In addition, the incumbent must build and maintain positive relationships with vendors while actively and respectfully listening, communicating and executing realistic protocols for the organization and its employees.

The incumbent works with others and will provide back-up accordingly; that being said, a willingness to accommodate, learn new things and seek opportunities to help others is critical competencies for success.

Join us!

This is a **full-time position** located in **Anchorage**.

To compete for this position, candidates must possess:

- A High School Diploma or equivalent
- One year of administrative experience performing data entry, file management, word processing, or accounting duties.
- Experience in tribal health or rural health care is preferred.
- Experience in rural cross culture setting is preferred.

For more information, contact Human Resources, (907) 564-2506.

Candidates must submit a completed employment application found on EAT's Careers Page, www.eatribes.org/careers.

Pursuant to PL 93-638, as amended, preference will be given to qualified Alaska Natives, American Indians and/or Eastern Aleutian Tribal Members in all phases of employment.