



541-429-7180



HumanResources@ctuir.org



46411 Timíne Way
Office of Human Resources
Pendleton, OR 97801

POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE:	Accounts Payable Clerk
SALARY:	Pay Range: 6 \$38,085.96 to \$53,833.44 annual DOE/DOQ
DEPARTMENT:	Department of Administration, Office of Finance
LOCATION:	Position located at Nixyaawii Governance Center, Mission, Oregon, Confederated Tribes of the Umatilla Indian Reservation
EMPLOYMENT STATUS:	Full Time with benefits package Background check required Non-Exempt
SUPERVISED BY:	Accounts Payable Supervisor
OPENING DATE:	6/2/25
CLOSING DATE:	6/13/25

CTUIR MISSION STATEMENT

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

GENERAL STATEMENT OF DUTIES

The Accounts Payable Clerk provides clerical support necessary to pay the obligations of the Confederated Tribes of the Umatilla Indian Reservation. This person will be responsible for a group of vendors for which he or she will verify payment has not already been made and process payment in a timely and accurate manner. This person will research vendor statements to ensure payments have not been missed.

7. Must have the ability to greet the public and handle difficult situations on the phone and in person in a professional, courteous manner.
8. Ability to prepare routine and special financial reports and other records in a systematic, neat and legible manner.
9. Ability to establish and maintain effective working relationships with co-workers, a variety of Tribal employees and officials.
10. Must always practice strict confidentiality.
11. Must be able to operate and maintain office machines (copiers, printers, scanners, etc.).
12. Must be willing to receive additional training or be cross trained in other Office of Finance positions.
13. Must have a demonstrated history of good attendance and punctuality.
14. Must have a valid driver's license and must be insurable. The Applicant may be required to drive a Tribal GSA vehicle to perform job duties.
15. Must be able to pass general filing, typing and math skills testing.

PHYSICAL DEMANDS

1. Ability to use standard computer programming such as Microsoft Office (Word, Excel, PowerPoint, Outlook).
2. Ability to sit, stand and walk around for long periods of time.
3. Ability to sit in automobiles and airplanes for travel to conferences, seminars, and training.
4. Ability to lift to 40 lbs.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employees hiring, promotion, and transfer decisions.
2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source and shall apply to all classes of positions referenced in §3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation
Office of Human Resources
Staffing and Recruiting
46411 Timine Way
Pendleton, OR. 97801
Phone: (541)429-7180
Email: HumanResources@ctuir.org

To be considered, the application package must be post marked by the closing date.


Approved: JueJue Withers-Lyons, Assistant Director, Office of
Human Resources

5/30/2025
Date

Applicant Review and Acknowledgement

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

Applicant Signature

Date