

NAED/ Payment Department- Payment Specialist

Description

Northern Arapaho Tribe

Notice of Employment

-

Northern Arapaho Tribe

Ce'biinoonee Hinono'eino'

P.O. Box 1228

Fort Washakie, WY 82514

Phone: 307-332-4156

Fax: 307-332-9802

Hiring organization

Northern Arapaho Tribe

Employment Type

Part-time

Job Location

10369 Hwy 789, 82501, Riverton,
Wy, US

Working Hours

32 Hours a week

Base Salary

\$ doe - \$ doe

Date posted

October 19, 2026

Valid through

27.10.2026

Job Description

Position: Payment Specialist

Program: NAED/ Payment Department

Pay: DOE

Opening Date: October 19, 2026

Closing Date: October 27, 2026

Location: 10369 Hwy 789 (NA Enrollment Department) Riverton, Wyoming

Summary:

Under the general supervision of the NA Enrollment Director, the payment specialist will assist with the distribution, withholding and management of the payments. And work directly with the Northern Arapaho Enrollment Department as part of other assigned duties

Qualifications:

Education: High school diploma or equivalent, AA in accountant.

Experience: 1-2 years accountant preferred, know how to use excel, word,

Duties: Ability to maintain confidential information, working knowledge of NAT government operations, understand progeny, and workflow, be detail-oriented have good customer service, incoming/ outgoing mail, phone calls, emails, filing, other duties assigned by the director.

This is a non-safety sensitive Job Position

The Northern Arapaho Tribe uses Indian Preference in accordance with Federal Law in all hiring and retention

How to Apply:

Complete Northern Arapaho Tribal Application form and submit to the N.A.T. Human Resources: P.O. Box 396, Ft. Washakie, WY 82514 or submit in person to Human Resources located at 490 Ethete Road Ethete WY 82520

Applications can also be obtained on our website at www.northernarapaho.com and click on online job application. For more information call 307-332-2499. Fax to: 307-335-3596