

JOB ANNOUNCEMENT

POSITION: Accounts Receivable
PROGRAM: Indirect – Finance
ACCOUNT CODE: 40-8000-9090-23-6000
SUPERVISOR: Chief Finance Officer
SALARY: \$17.81 – \$22.39 (Grade 15 – 20, Step 01)
CLASSIFICATION: NON-EXEMPT
LOCATION: Tribal Headquarters Owyhee, NV

OPENS: January 5, 2023

CLOSES: February 6, 2023

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-135

Special Considerations: This position is subject to random drug testing and a background check as a condition of employment. This individual must maintain a valid driver's license (unless excepted under the provisions of the American Disabilities Act). Must be a team player with proven capabilities. Must be willing and capable of being trained to acquire new skills as required by the Tribes in the areas of accounting and accounting software. Must have the ability to exercise independent judgment.

Under the overall direction of the Chief Financial Officer and the direct supervision of the Payroll Manager / Benefits Coordinator, P.B.X. Receptionist has access to sensitive Tribal and personal data, including access to substantial sums of cash and checks. This position receives cash for the Shoshone-Paiute Tribes and must meet the conditions to be bonded.

Summary of Functions:

P.B.X. Receptionist is responsible for answering the telephone, directing visitors and clientele at the Tribal Headquarters, receiving and processing incoming cash, documents and other items, issuing receipts for all financial transactions.

Specific Duties and Responsibilities:

1. Processing accounting receivables and incoming payments in compliance with financial policies and procedures.
2. Performing day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables' data.
3. Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly coded and posted.
4. Verify discrepancies by and resolve client's billing issues.
5. Work with the Tribe's various programs to ensure clients are being billed and credited accurately.
6. Creates invoices according to company practices; submits invoices to clients.
7. Drafts correspondence for standard past-due accounts and collections, identifies delinquent accounts by reviewing files, and contacts delinquents' accountholders to request payment.
8. Generate financial statements and reports detailing accounts receivable status.
9. Back up to the P.B.X. Receptionist/Cash Receipt staff.
10. Occasionally greet and direct customers and visitors at the Tribal Headquarters building when the P.B.X. Receptionist/Cash Receipt staff is away.
11. Identify, classify, and receipt cash transactions into the appropriate funds.
12. Will make copies of cash receipts for the daily deposit.
13. Will stuff and mail A/R invoices each month.
14. Reconcile the cash "drawer" on a daily basis, identifying any discrepancies immediately.
15. Dependability. This position is vital to the daily operations of the Finance Office.
16. Performs other duties as assigned by supervisor.

Minimum Qualifications:

1. Must be a high school graduate or successful completion of GED Program. However a certificate, advanced education or experience in the field of accounting will be given preference.

2. Must have a working knowledge of accounting processes and computer software as well as the ability to operate computers, a 10-key, typewriter and other office machines.
3. Must be a team player and willing to work with staff and the public in a professional manner.
4. Must be willing and capable of being trained to acquire new skills.
5. Valid Driver's License. Must be insurable with the Tribes' insurance carrier.
6. Must have six months computer and office experience; must demonstrate proficiency in filing Skills, 10-Key and keyboarding. Microsoft-based programs specifically; Windows, Word, Excel. (Test May Be Given).
7. Working knowledge of office software such as Microsoft Word, Excel, Power Point and MIP Abila.
8. Excellent verbal and written communication skills.
9. Well-organized person with a friendly, outgoing and persuasive telephone manner.
10. Must be detail oriented.
11. Must be bondable.

Physical Demands:

The work is primarily sedentary with some physical requirements. Lifts or carries files, supplies or equipment; walks and stands to interact between all disciplines; stoops and picks up objects from the floor and have full use of hand and arms to operate office equipment such as computer, calculator, printer and fax. May need to lift up to 20 lbs.

Work Environment:

Work will be performed at the Tribal Headquarters Finance Office with adequate furniture, lighting and equipment.

Other Significant Facts:

The Privacy Act of 1974 mandates that the incumbent maintain complete confidentiality of all administrative, medical and personnel records and all other pertinent information that comes to his/her attention or knowledge. The Privacy Act carries civil and criminal penalties for unlawful disclosure of records, violation shall be cause for adverse action.