

JOB DESCRIPTION

POSITION: Accounts Payable Clerk I

SALARY: Grade: 19 \$19.73

DEPARTMENT: Finance

SUPERVISOR: Assistant CFO

DIVISION: Support Services

CLASSIFICATION: Non-Exempt

LOCATION: Owyhee, NV

OPENS: June 22, 2022 CLOSSES: July 8, 2022

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 has access to sensitive Tribal and personal data. Additionally, this person periodically operates a Tribal vehicle (unless accepted under the provisions of the American Disabilities Act).

Job Function:

The Accounts Payable Clerk I & II are responsible for the preparation and processing of all purchase orders, maintaining the office supplies store and assisting the Finance Department in the Accounts Payable Department. The Accounts Payable Clerk I & II will be under the direct supervision of the Assistant CFO.

Specific Duties:

1. Screens stamps and directs all inquiries and documents into the Accounts Payable office.
2. Progresses and controls all Purchase Order from the Purchase Order Requests for all programs. This includes maintenance of the Purchase Order log.
3. Will route A/P Purchase Order copies to Accounts Payable.
4. Calls/faxes purchase orders to appropriate vendors to complete ordering process.
5. Will maintain filing system for the Accounts Payable office.
6. Will order and restock office supplies, store as needed.
7. Will control, issuance, storage and inventory of the supplies in the supplies store on a daily, monthly or annual basis.
8. Will type correspondence and complete general work as needed for the Accounts Payable Department.
9. Processes Accounts Payable Department invoices and purchase orders.
10. Will assist in setting up vendor account files.
11. Will reconcile all purchases to the vendor statements on a monthly basis.
12. Will report on a monthly basis any accounts 30 days past due to the Finance Director for the reason(s) for the account's delinquency.
13. Will post/enter into the accounting system all approved accounts payable documents.
14. Prepares all credit card charges, reconciles all charges to the vendor Financing Institution on a monthly basis.
15. Will prepare payment requests as needed for invoices not having purchase orders on a monthly basis.
16. Will reconcile the accounts payable module to the general ledger on a quarterly basis, initiate journal entries for correction when needed. Will maintain such reconciliations for annual audit field work.
17. Will coordinate and manage monthly vendor statements with posting of invoices on a weekly schedule.

Other General Duties:

1. Will maintain a good working relationship with all vendors in performing the above listed job duties.

2. Will assist all employees in fulfilling orders to the various vendors and settling any discrepancies between the buyer and vendor as needed.
3. Will perform other related duties as assigned by the Assistant CFO.
4. Will be the backup for the Travel Coordinator in their absence.
5. Will cover for Receptionist if needed.
6. Will comply with all tribal policies and procedures as applicable while under employment of the Shoshone-Paiute Tribes.
7. Other duties as assigned by the 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. Valid Driver's License. Must be insurable with the Tribes' insurance carrier.
3. At least two years' experience with software such as Microsoft Word, Excel, Power Point and Access.

Other Influential Factors:

1. Well-organized person with a friendly, outgoing and persuasive telephone manner.
2. Knowledge of resolving problems in balancing customer accounts.
3. Must be willing to travel for work – mainly to training events or conferences.
4. Must be detail oriented.
5. Effective communications skills are a must.
6. Must be a team player and willing to work with staff and the public in a professional manner.
7. 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.

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.