

## **JOB ANNOUNCEMENT**

POSITION: **Accounts Receivable Technician/Receptionist**  
PROGRAM: **Finance – Support Services**  
SUPERVISOR: **Chief Finance Officer**  
SALARY RANGE: **Grade 16-19 \$16.44-\$18.76 (DOQ)**  
CLASSIFICATION: **Non-Exempt**  
LOCATION: **Owyhee, NV**

**OPENS: September 9, 2020**

**CLOSES: Open Until Filed**

**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 accepted 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.

**Summary of Functions:** The Accounts Receivable Technician/Reception is responsible for answering the telephone for the finance department, directing visitors and clientele at the Tribal Headquarters, receiving and processing incoming cash, documents and other items, issuing receipts for all financial transactions. In addition, this individual process billing for the various departments on a monthly basis. Under the overall direction of the Chief Financial Officer the Accounts Receivable Technician/Receptionist shall perform accounts receivable and cash receipts function related to the Tribes' various accounts receivable functions. He/She shall be responsible for maintaining the integrity, accuracy and flow of accounts receivables for the Shoshone-Paiute Tribes for various departments including but not limited to the OCHF quarters, Gah Nee Enterprise, Water & Sanitation Department, Land Office, Irrigation O&M, Solid Waste Facility, Equipment Rentals, Travel, Day Care, Fire and AUMS, and others as assigned.

**Specific Duties and Responsibilities:**

1. Greet and direct customers and visitors at the Tribal Headquarters building.
2. Maintain a neat, orderly and friendly customer-oriented area at all times.
3. Receive, screen, stamp and direct cash and other documents for the Finance Office.
4. Answer incoming telephone calls and direct to the proper department.
5. Coordinate with the IT department to keep the automated answering system current and functioning properly.
6. Identify, classify, and receipt cash transactions into the appropriate funds.
7. Assist finance staff as needed to maintain efficiency in the finance office.
8. Works with the various departments for proper information to analyze, process and bill accounts receivable information. (Land, Irrigation, Water & Sanitation, Solid Waste Facility, Housing rentals, Equipment rentals, Fire invoices, AUMS, etc.).
9. Works closely with the Travel Coordinator to bill, track and post employee travel and other receivables.
10. Ensures that receivables are in balance with the Tribes' general ledger on a monthly basis and prepare journal entries to correct errors.
11. Coordinates with other members of the finance staff to maintain the integrity of balance sheet accounts relating to accounts receivables.
12. Ensures that payments/adjustments are properly classified and posted to the Tribes' general ledger.
13. Examines accounts or resolves difficult reconciliation issues which may require analysis of adjustments and corrective entries. Trace transactions entered and

prepare and/or provide supporting documents reflecting the source of discrepancies, corrective action required to bring accounts into agreement, prove the accuracy of adjusted accounts, and recommend actions to prevent recurrence of similar discrepancies.

14. Prepares all pertinent documents for refunds to payers, this process involves direct communication with payers and the various tribal departments (OCHF, Land Office, Water & Sanitation, Day Care, Fire invoices, AUMS, etc.).
15. Prepares monthly reports and annual reconciliation of billings to assure that collections, billed data, and the computerized and manual reports are in balance with the Tribes' general ledger.
16. Monitors account balances, reviews postings to ensure accuracy and recommends appropriate corrective action.
17. Audits all documents received for completeness and accuracy' analyze and select guide to determine whether payments are full or partial in accordance with hospital policy and procedures; whether they are timely; and whether remittance are advances, installments, or supplements.
18. Maintains current documentation and guidelines pertaining to reimbursement activities in appropriate files, binders, etc., and ensures preparation and distribution of copies to all appropriate departments.
19. Maintains an accurate record of customer accounts and reports the same to the various program directors as requested within the limits of Shoshone-Paiute Tribes policies.
20. Perform annual reconciliations of all receivable balances at the end of the fiscal year for the annual audit. Verify the actual balances, prepare summary documentation of those balances and confirm agreement of those balances with the general ledger.
21. Reconcile the cash for the daily deposit, identifying any discrepancies immediately.
22. Prepare and maintain a complete record of all grant/contract files including all initial grant documents and any modifications.
23. Coordinate and manage filing schedule within the accounting office.
24. Will make copies for accounting staff when necessary.
25. Will make copies of cash receipts for the daily deposit.
26. Responsible for copying, logging, distributing and filing deficiency forms from the Accounting Office.
27. Will stuff and mail A/R invoices each month.

28. Will be responsible for faxing, logging, distributing faxed documents received by the Shoshone-Paiute Tribes Accounting Department.
29. Process statements and follow up with billings.
30. Assisting in records management.
31. Performs other duties as assigned by supervisor.
32. Reconcile the cash "drawer" on a daily basis, identifying any discrepancies immediately.
33. Checking in timesheets and reconciling leave balances.

**Minimum Qualifications:**

1. Must be a high school graduate or successful completion of GED Program.
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 Drivers License. Must be insurable with the Tribes' insurance carrier.
6. Must have at least two years of customer service experience
7. Well-organized person with a friendly, outgoing and persuasive telephone manner.
8. Must be detail oriented.

**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.