



## POSITION DESCRIPTION

<b>Job Title:</b>	Accounts Payable and Receivable Specialist
<b>Reports To:</b>	Director of Finance
<b>Supervises:</b>	None
<b>Classification:</b>	Hourly
<b>Anticipated Starting Salary:</b>	\$21.00 - \$23.00/hour (H7) Negotiable 30-40 hours/week

### Position Summary

Under the supervision of the Director of Finance, the Accounts Payable and Receivable Specialist (Specialist) is responsible for the financial processing of transactions. The duties include daily bookkeeping and record keeping, financial reporting, and the preparation of records for financial audits. The Specialist maintains confidentiality, keeps current and updated files, and is responsible for computerized accounts payable and accounts receivable for assigned departments.

### Specific Responsibilities

- Maintains bookkeeping databases and spreadsheets, updating information needed
- Establishes and maintains relationships with new and existing vendors and customers
- Sets up and maintains vendor files in accounting system, including uploading and updating of W9s on an annual basis
- Verifies proper authorization of expenses (i.e., appropriate approvals, receipt of supporting documents, etc.)
- Processes timely and accurate payroll, bill payment, and general ledger coding while adhering to all applicable state, federal, and Tribal financial policies and procedures
- Manages and tracks billing and incoming payments including creation of invoices, statements, reports, and other records and communicating with customers regarding payment plans
- Maintains payroll records, deductions schedules, and tax payments and processes year-end tax forms including Form 1099s and W2s
- Analyzes workflow processes and provides suggestions to increase efficiency
- Timely responds to internal and external financial inquiries/issues
- Prepares and records funds for bank deposits
- Reconciles bank and credit card statements and completed purchases including researching outstanding checks and invoices and/or incomplete or inaccurate submissions
- Completes and manages draw process for assigned projects
- Provides required schedules, registers, and reports as needed
- Assists with annual inventory process
- Maintains confidentiality of documents
- May assist departments with procurement process

- Other duties as assigned by Director of Finance

### **Minimum Qualifications**

These entry qualifications would normally be obtained through an associate's degree in Accounting or Bookkeeping and two years of related work experience which demonstrates the knowledge and abilities to complete the listed responsibilities:

- General bookkeeping concepts and practices
- Demonstrated understanding of the terminology and processes used in an automated accounting system
- Knowledge of the procedures and practices of an automated accounting system
- Knowledge of laws and regulations relating to accounting, specifically governmental accounting standards
- Ability to compute and record numerical data and perform computer data entry accurately
- Ability to maintain and organize records, interpret technical procedures, present information effectively, and respond to questions from staff and vendors
- Demonstrated ability to operate computers and various software including fund accounting software and spreadsheets; must be able to operate standard office equipment
- Proficiency with Microsoft Office (Word, Excel, and PowerPoint)
- Demonstrated ability to work effectively with people of various backgrounds and demeanor

### **Preferred Qualifications**

- Bachelor's degree in Accounting, Bookkeeping, or a related field
- Four years of related work experience
- Experience working with Native American communities

### **Additional Information**

- While performing the duties of this job, the employee is regularly required to have full range of mobility in upper and lower body; be able to reach overhead; be able to work in various positions, including stooping, standing, bending over, sitting, kneeling and squatting for extended periods of time; be able to lift, pull and push materials and equipment to complete assigned job tasks; and be able to frequently lift 20 pounds of weight throughout the assigned workday.
- Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25 U.S. Code § 472 and 473). Applicants claiming Indian preference must submit verification by tribe of affiliation or other acceptable documentation of Indian heritage.
- Must be eligible for coverage under the Tribe's vehicle insurance policy.
- All offers of employment are contingent upon:
  - Successful completion of background and reference checks

*Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The Mechoopda Tribe of Chico Rancheria reserves*

*the right to revise this job description at any time. The job description is not to be construed as a contract for employment.*