



JOB DESCRIPTION

Bishop Paiute Tribe
Bishop, California

Position: Accounts Payable Specialist I
Department: Fiscal
Supervised by: Controller or designee
Pay Grade: NE4 \$21.46-\$27.89 Hourly (\$44,627.90-\$58,016.27) DOQ
FLSA: Full-Time; Non-Exempt

Position Summary: This position is responsible for maintaining and processing accounts payable for the Tribal Government, and Community Development Department, but not limited to, the Bishop Paiute Development Corporation and Tribal Enterprises.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Job Duties:

- Organize incoming invoices and statements and purchase orders. Prepare and enter invoices into a computerized accounting system. This includes matching invoices with purchase orders, ensure appropriate approval is obtained, the accuracy of coding, and appropriate supporting documentation.
- Process weekly and bi-weekly check run including Invoice data entry into computerized accounting system, post to the general ledger, generate checks, affix checks to supporting documentation in preparation for signature and mail.
- Maintain files for unpaid and paid invoices in an organized manner; maintain the system to ensure timely payment of all invoices; obtain and maintain W-9 information, when required, for 1099 purposes, and processing of 1099's.
- Communicate verbally or in writing with Tribal personnel or vendors regarding missing supporting documentation or charge codes.
- Research and respond to vendor and Tribal departmental inquiries, pertaining, but not limited to, account balances, payments...etc.
- Research stale-dated checks and make recommendation on action to be taken.
- Set up and process ACH and wire transfers, as needed.

Education and Experience:

- Associates degree in accounting preferred. Two (2) + years of current accounts payable experience or a combination of education and experience, desirable.
- Ability to manage multiple tasks and discern priorities.
- Experience with accounting software is a plus.
- Intermediate to high MS Office skills. Advance Excel is preferred.

Other Requirements:

- Must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
- Ability to communicate with vendors and customers regarding account status and related transactions in a professional, courteous and prompt manner.
- Must comply with the Bishop Paiute Tribe's organizational policies.

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- *Decision Making*—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
- *Interpersonal Skills*—the individual maintains confidentiality, remains open to others’ ideas and exhibits willingness to try new things.
- *Analytical Skills* – the individual must have the ability to analyze and solve both complex and uncomplicated problems and make decisions that are sensible, reasonable and easy to understand.
- *Communication*— must possess excellent oral and written communication skills, organizational, problem-solving, and analytical skills for effective communication.
- *Customer Oriented* – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- *Time Management*—the individual prioritizes and plans work activities, uses time efficiently and develop realistic action plans. Ability to manage multiple tasks and discern priorities.
- *Detail Oriented*—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- *Adaptability*—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- *Reliability*—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- *Organized*—the individual keeps clean and organized workspace and projects.
- *Technology Skills* – Operates various word-processing, spreadsheets, MIP and database software programs in a Windows environment.

Physical Demands/Work Environment:

Work is generally performed in an office setting and occasionally in an outdoor environment. Evening and/or weekend work may be required. Tight time constraints and multiple demands are common. Travel may be required for training, meetings, conferences, presentations and other events. While performing the duties of this job, the employee is required to stand, walk and sit; use hands to finger, handle, or feel; reach with hands or arms; and talk or hear. The employee occasionally is required to climb or balance; stoop, kneel, crouch or crawl. The employee may occasionally be required to lift and/or carry up to 50 lbs.

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ *Date:* _____