
FEATHER RIVER TRIBAL HEALTH

POSITION DESCRIPTION

JOB TITLE: ACCOUNTS PAYABLE CLERK

Grade: 5

Reports to: Finance Director

Department: Fiscal

Classification: Non-Exempt

Supervises: None

POSITION SUMMARY:

To ensure accurate accounting records for disbursements within the Agency. This is a responsible non-supervisory position. Duties include performing a variety of complex clerical and entry-level bookkeeping and accounting tasks, applying established procedures to the preparation and maintenance of accounts payable records.

ESSENTIAL FUNCTIONS:

Accounts Payable – Responsible for the processing and verification necessary to ensure accurate payment of all legitimate invoices on a timely basis by means of the following procedure:

1. Maintains an open packing slip file and open purchase order file.
2. Matches invoices to packing slips and purchase orders.
3. Verifies invoices for quantity, unit price, extension, and discount.
4. Routes miscellaneous invoices to proper people for approval for payment.
5. Assigns and ensures proper coding of account numbers to payment authorization form for proper distribution in the general ledger.
6. Enters invoices by batch number and dollar amount into the accounting system.
7. Issues checks weekly or upon special request.
8. Prepares checks and vouchers for signature by Board.
9. Attaches original invoices to duplicate copy of check for permanent record and maintains paid invoice files.
10. Communicates with suppliers regarding errors or questions on invoices.
11. Obtains EINs or SSNs of all vendors so that 1099 forms can be sent at year-end.
12. Maintains security and integrity of unsigned blank accounts payable checks.
13. Prepares and mails checks in a timely manner.

ADDITIONAL RESPONSIBILITIES:

1. Audits and proofs accounting or other reports for clerical accuracy.
2. Performs such other duties as may be assigned.
3. Assists in balancing account by running tapes, proofreading, etc.; prepares summary of balances, cost information, or other reports as requested for supervisor's use in preparing financial statements.
4. Attend staff trainings and meetings as required.
5. Learn and implement accounting functions as they continue to evolve.

KNOWLEDGE, SKILLS AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

1. Working knowledge of bookkeeping theories and practices and accepted office procedures.
2. Ability to perform a volume of numerical detail work with speed and accuracy, to make difficult mathematical computations using a calculator by touch.
3. Ability to understand and follow complex oral and written instructions and technical or legal terminology.
4. Ability to prepare financial and other records in a systematic, neat, and legible manner.

5. Ability to establish and maintain effective working relationships with co-workers, a variety of governmental employees and officials, and the general public.
6. May require the ability to type at a speed of at least 40 words per minute with a high degree of accuracy.
7. Ability to maintain a professional attitude and appearance at all times.
8. Ability to meet deadlines and assigned projects in a timely, efficient manner.
9. Demonstrate awareness, sensitivity and appreciation of Native American culture, traditions, customs and socioeconomic needs.
10. Ability to be prompt and efficient with minimal absences.

EDUCATION AND EXPERIENCE:

1. High school diploma or equivalent, including courses in bookkeeping.
2. At least two (2) year's experience in bookkeeping, accounting, or secretarial assignments involving advanced record keeping (directly related business school or college courses may be substituted equally for up to six (6) months experience); OR
3. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.
4. One (1) year of experience with Great Plains, preferred.
5. Must be bondable.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms, stoop, kneel or crouch; and talk and hear within normal range. The employee is frequently required to stand, walk, sit, climb, or balance and use taste and smell senses. The employee must regularly be able to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. This position is physically and emotionally challenging. There is a high degree of stress. Ability to deal with time constraints and emotional stress and exposure to body fluids and viruses are also essential functions of this job.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to odors and airborne particles. The noise level in the work environment is usually moderate.

Reasonable accommodations will be given to qualified disabled applicants pursuant to Section 501 of the Rehabilitation Act of 1973, 29 U. S. Code 791, Title 29, and the Americans with Disabilities Act (ADA).

Reviewed Job Description:

Employee Printed Name: _____

Employee: _____

Date: _____

Supervisor: _____

Date: _____

Executive Director: _____

Date: _____
