



TRIBAL GOVERNMENT
Accounts Payable Specialist
Position Description

Reports to: Controller	Open: 09/30/22
Job Class: Non-Exempt; 40 hours per week	Closes: until filled
Application available at: www.paskenta-nsn.gov Email: hr@paskenta.org	
<i>"Native Preference in hiring is given to qualified enrolled members of Paskenta Band of Nomlaki Indians and Native Americans in accordance with the Band's Preference Policy (Chapter 1-715 of the Paskenta Band of Nomlaki Indians Tribal Policies). Applicants claiming Indian Preference must submit verification of Indian certified by tribe of affiliation or other acceptable documentation of Indian heritage."</i>	

POSITION SUMMARY

Consistent with the fiscal policies and accounting processes set by the Chief Financial Officer, the Accounts Payable Specialist will process daily accounting transactions and activities accurately and efficiently.

The Accounts Payable Specialist will ensure the timely processing of Accounts Payable and various reconciliations. The Accounts Payable Specialist will compile financial data and reports.

DUTIES & RESPONSIBILITIES

- Performs Operational Accounting.
- Performs Accounts Payable functions including coding, recording, reconciling, processing, and paying invoices.
- Responsible for preparing all payments related to member programs.
- Ensures timely processing of all invoices and payments.
- Prepares various reports and analyses.
- Assists in various audits.
- Assist in the processing of vendor 1099's.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

- High School Diploma and 3-5 years of Accounts Payable experience.
- Tribal government experience preferred
- Knowledge of mathematical concepts such as fractions, percentages and ratios to practical solutions.
- Working experience of Microsoft Excel is required
- Ability to work in an interdisciplinary environment.

- Excellent command of English language, spelling, grammar and punctuation.
- Very strong interpersonal and effective communication skills, both written and verbal.
- Local travel is occasionally required. Travel outside of the state is infrequently required. Typical travel time is generally less than a week.
- Must successfully complete a pre-employment drug screen and background investigation.

NOTE TO APPLICANTS

Please be advised a pre-employment Drug Test and a Department of Justice Fingerprinting clearance will be required as a condition of employment.

PHYSICAL DEMANDS

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. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop. The employee must occasionally lift and/or move up to 25 pounds. Position may require exertion up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently or constantly lift, carry, push, pull or otherwise move objects. Specific vision abilities required by this job include close vision, distance vision, color vision peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

Work is performed in an office setting. The noise level in the work environment is usually low to moderate. This job routinely uses standard office equipment such as computers, telephones, photocopiers, and fax machines. 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.

Employment with Paskenta Band of Nomlaki Indians is voluntarily entered. All PBNI personnel are employed on an at-will basis. At-will employment may be terminated with or without cause, and with or without notice at any time by the employee or by PBNI. No manager, supervisor, or employee of the organization has any authority to enter into an agreement for employment for any specified period or to make an agreement for employment other than at-will terms. The job description does not constitute an employment agreement between Paskenta Band of Nomlaki Indians and employee and is subject to change by the Paskenta Band of Nomlaki Indians.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE OF WORK BEING PERFORMED BY THE INDIVIDUAL IN THIS POSITION. THEY ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL DUTIES, RESPONSIBILITIES OR SKILLS REQUIRED OF PERSONS ASSIGNED IN THIS CLASSIFICATION.