

Accounts Payable Specialist

Basic Functions:

Recording daily transactions, managing accounts, and reconciling bank statements.

Supervision:

Under the direct supervision of the SWHA Executive Director and Finance Manager.

Duties and Responsibilities:

- Maintain a centralized filing system for all financial transactions.
- Maintain and process all accounts payable for transactions (i.e. code bills, enter information into software applications, distribute checks).
- Maintain and prepare travel transactions for employees and Board member travel.
- Maintain Maintenance Fleet vehicle titles, auto insurance, and related documents.
- Request, track, and file NAHASDA funds as needed for vendor payments.
- Process credit applications as needed for purchasing items.
- Prepare weekly, monthly, and quarterly reports.
- Prepare an itemized list of accounts payable and receivable for audits.
- File all vouchers and computer printouts.
- Conduct close out reports at the end of the fiscal year.
- Any other duties as assigned by the SWHA Finance Manager.

Desirable Knowledge, Skills, and Abilities:

Be able to take charge of routine office functions with above average skills in typing and preparing correspondence. Have knowledge of mathematical skills. Have knowledge of general office practices and procedures. Be able to deal tactfully and pleasantly with callers, vendors, and co-workers. Ability to communicate effectively by telephone, email, and video conferencing. Effective use of a calculator, computer, and applicable software.

Qualifications:

At least two years' experience as an accounts payable clerk or bookkeeper.
Experience and knowledge of computer programs, such as work, excel, and QuickBooks.
Willing and able to work cooperatively with co-workers, vendors, and supervisors.
Must adhere to a strict confidentiality agreement.
Must be bondable.

Education:

High school graduate or GED equivalent required.
Two-year post-secondary educational degree required. Preferably in the field of accounting, business management, or office management.

Conditions of Employment:

Must complete a 90-Day probationary period.
Must provide two valid forms of ID upon hire.
Indian Preference will apply.
Veteran's Preference will apply.