



Job Title: Accounts Payable Specialist
Department: Finance
Reports to: GL Accounting Supervisor
FLSA Status: Non-Exempt
Salary Grade: \$24.29 – \$34.01
Location: Coos Bay/North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

SUMMARY OF MAJOR FUNCTIONS

The Accounts Payable Specialist is responsible for the documentation and accurate data entry of all accounts payable transactions through the Tribal accounting system. This position is responsible for the accounts payable function within the Tribal organization, including daily/routine transactions entered into the accounting database. This position must be able to maintain high levels of accuracy, professionalism and confidentiality. The position must have excellent verbal and written communication skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manages Tribal accounts payable function and ensures the efficient and timely payment of Tribal invoices and obligations, including resolving positive pay exceptions.
2. Collaborates with the Procurement Officer to coordinate purchase orders and accounts payable disbursements and to improve processes in both functions.
3. Establishes accounts payable procedures/practices to ensure contract compliance with the Tribe's disbursement practices/policies and IRS reporting regulations; recommends and implements new systems and upgrades related to accounts payable.
4. Oversees the timely resolution of vendor accounts and researches any discrepancies to keep accounts and payables current and take advantage of any early payment discounts.
5. Maintains complete and accurate spreadsheets and prepares required reports.
6. Assist with performing internal audits of 1099 information for all vendor payments throughout the year and make 1099 adjustments as needed.
7. Provides excellent customer service to assist employees and Tribal members with questions and issues related to Finance.
8. Communicates with Accounting staff, vendors and employees to obtain back-up documentation necessary for disbursements or other transactions.
9. Attends relevant training to maintain and improve knowledge and skills related to essential duties and responsibilities.
10. Assists with training assigned staff; assigning and delegating work; reviewing work and providing feedback.
11. Performs purchasing and accounts receivable functions when necessary.
12. Other duties as assigned including cross-training in all accounting functions.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

PHYSICAL REQUIREMENTS

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires sitting for extended periods of time, raising or lowering objects, and occasionally requires lifting up to 25 pounds. Requires occasional standing, walking, stooping, kneeling, crouching or crawling. Work is generally performed in an office setting.. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills with strengths in team building, and cooperative problem solving. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
2. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
3. Working knowledge of accounting principles.
4. Ability to make decisions independently in accordance with established policy and procedures.
5. Ability to develop the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
6. Ability to exercise excellent organization, time management, analytical and problem-solving skills.
7. Must have acute attention to detail and demonstrate effectiveness in managing multiple work assignments simultaneously, often under strict deadlines. Work accuracy is essential. Works independently, shows initiative and takes ownership of all projects and assignments to achieve positive results.
8. Be computer literate. Exhibit a level of computer literacy sufficient to use accounts payable software as well as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.
9. Ability to work with mathematical concepts such as basic arithmetic.
10. Provides excellent customer service to assist employees and Tribal members with questions and issues related to Finance.
11. Ability to work cooperatively with other departments to accomplish assigned tasks; ability to develop good working relationships with other departments in the organization.

QUALIFICATIONS

1. High School Diploma or GED required. Successful completion of basic college-level accounting classes is preferred.
2. Understanding of accounting systems and controls, accurate data entry skills, and knowledge of documentation and budgeting required.
3. Minimum of five (5) years accounts payable work experience required.
4. Experience with accounts payable software, Microsoft Word and Excel required.
5. Experience with the production and transmittal of 1099s preferred.
6. Experience with MIP Fund Accounting software and Tribal Government accounting preferred.
7. Current and valid Oregon driver's license in good standing with no insurability issues with the Tribe's insurance carrier is required.