



JOB DESCRIPTION

**Bishop Tribal Council
Bishop, California**

Position: Accounting Clerk I – Accounts Payable Specialist
Department: Fiscal
Supervised By: CFO
Pay Range: T-6 \$16.48 - \$23.07/Hr (\$34,278.40-\$47,958.60/annually) DOQ
FLSA: Non-Exempt, Hourly

Position Summary:

Under the supervision of the CFO, this position is responsible for maintaining and processing accounts payable for the Tribal Government, Community Development Department and the Tribal Enterprise units including the Bishop Paiute Development Corporation and the Paiute Palace Gas Station.

Responsibilities:

- Organize incoming invoices and statements and purchase orders and prepare for entry into computerized accounting system. This includes matching invoices with purchase orders, ensure appropriate approval is obtained, accuracy of coding, and appropriate supporting documentation.
- Process weekly check run including: Invoice data entry into computerized accounting system, post to general ledger, generate checks, affix checks to supporting documentation in preparation for signature; stuff and mail.
- Reconcile monthly vendor and credit card statements; research missing invoices and receipts; correct and resolve discrepancies with vendors.
- Maintain files for unpaid and paid invoices in an organized manner; maintain system to ensure timely payment of all invoices; obtain and maintain W-9 information, when required, for 1099 purposes.
- Process quarterly voter's distribution checks and semi-annual per capita checks. This includes file import from Excel into accounting system, verify totals, generate checks, prepare for signature, stuff and mail.
- 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 personnel inquiries.
- Research stale-dated checks and make recommendation on action to be taken.
- Other duties as assigned.

Supervisory Responsibilities: None

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.
- Oral communication—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
- 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 develops realistic action plans.
- 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.
- Motivated—the individual inspires self and others about them to get the job done and follow through on tasks.

Qualifications:

- Associate degree in accounting preferred, 2+ years of current accounts payable experience or a combination of education and experience.
- Ability to manage multiple tasks and discern priorities
- Experience with accounting software is a plus.

Other Requirements:

- Exceptional customer service skills.
- Detail oriented with an outstanding work ethic for efficient output in a fast-paced work environment.
- Ability to communicate with vendors and customers regarding account status and related transactions in a professional, courteous and prompt manner.
- Intermediate to high MS Office skills.
- Must comply with the Driving Policy, Pre-Screening Policy and Drug, Alcohol and Contraband Free Policy.

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.