



ACCOUNTS PAYABLE TECHNICIAN I OFFICE OF FINANCIAL MANAGEMENT

REPORTS TO: PROPERTY & PROCUREMENT SUPERVISOR

SALARY/HOURLY RANGE: 40

FLSA Status: NON- EXEMPT

VALID DRIVER'S LICENSE REQUIRED

INTRODUCTION

This position is responsible for receiving, reviewing, and applying invoices and batch all pertinent documents to create vouchers for payment on the financial obligations for the Hopi Tribe. Works cooperatively with the Accounting, Procurement and Receiving sections with regards the processing Accounts Payable transactions. The incumbent performs the production of weekly check runs for the Hopi Tribe. Provides clerical assistance for the Accounts Payable section in an automated environment in accordance with the current financial policies of the Hopi Tribe.

The supervisor provides assignments by indicating generally what is to be done, limitations, quality/quantity expected, deadlines, and priority of assignments; and provides additional, specific instructions for new, difficult or unusual assignments including suggested work methods or advice on source materials available. The employee must use initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems, and unfamiliar situations to the supervisor for decision or help. Finished work and methods used are reviewed and assessed for accuracy and compliance with established procedures.

The work consists of duties that involve related steps, processes and methods that are in compliance with current or revised policies for the Office of Financial Management. Ensures fraud protection measures, automation of the AP process and fosters a culture of visibility with both internal and external stakeholders. Contacts are typically with other tribal employees, vendors and representatives of funding agencies/organizations. The purpose of these contacts is to keep/manage vendor relations, exchange factual information, and expedite payment of financial obligations. The work is mostly sedentary and performed in a standard office environment requiring normal safety precautions typical of office/meeting rooms and working with current office equipment/machines. Some lifting of moderately heavy objects such as bulk paper and file boxes. Occasional travel on and off the reservation is required.

ESSENTIAL FUNCTIONS

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

- 1) Receives, reviews and scans in all invoices to be matched with purchase orders and receiving reports; which creates vouchers for check processing; refers documents with discrepancies to the Accounts Payable Technician II to resolve or work further with appropriate senior level staff for authorization or other action(s). This includes all travel and expense claim vouchers, direct payments, and requests for expedited processing that is properly justified and approved.
- 2) Enters information/data into the Accounts Payable module accurately and timely. Processes accounts payable check runs on a weekly basis, ensuring all appropriate reports are complete and checks are accounted for in each check run.
- 3) Maintains up to date knowledge of the Tribe's purchasing system and ensures all procedures are in place before processing payment.
- 4) Reconciles vendor statements and records invoices of all vendors are received and are paid or pending payment.
- 5) Maintains accounts payable filing system including the scanning of documents.
- 6) Provides assistance with annual audit preparations/process, pulling and copying records, transferring data via hard drive, and assists with completing monthly and year end close procedures as required.
- 7) Maintains files for all current and archived files for retention periods.
- 8) Performs other related duties as assigned or authorized to achieve improved payment processing timelines which enhances the strengths of the Accounts Payable Section as well as the office goals and objectives.
- 9) Performs other related duties as assigned and authorized to achieve Tribal/Program goals and objectives.

MINIMUM QUALIFICATIONS

Education: High School Diploma or GED and a minimum of six (6) credit hours in accounting/bookkeeping from an accredited college/university;

AND

Experience: Two (2) years administrative work experience with accounting/bookkeeping responsibilities preferably in a governmental fund accounting setting;

OR

Equivalent combination of Education, Training and Experience which demonstrates the ability to perform the duties.

KNOWLEDGE, SKILLS, AND ABILITIES

- Proficient use of the Microsoft Suite and Adobe Pro/Acrobat
- Basic knowledge of the Generally Accepted Account Principles and applicability of the organizations General Ledger
- Proficient knowledge and use of an automated financial management system
- Basic knowledge of governmental fund accounting and Accounts Payable role
- Proficient in the use of the current Accounting system and subsequent updates
- Skill in operating a ten-key calculator
- Skill in filing and records management (current and archives)
- Skill in customer service where written and verbal communication is required
- Ability to apply general bookkeeping principles and practices
- Ability to make arithmetic computations quickly and accurately
- Ability to follow verbal and written instructions
- Ability to maintain strict confidentiality of restricted information
- Ability to establish and maintain positive working relationships with others

NECESSARY SPECIAL REQUIREMENTS

- 1) Must possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
- 2) Driving is an essential function of this position. Incumbent must have and maintain a driving record which qualifies them for coverage under the tribal insurance policy (tribal insurance qualifications are independent of DMV issuance of a driver's license) and maintain certification to operate tribal vehicles for business purposes.
- 3) Must complete and pass pre-employment screening.
- 4) Must be able to pass mandatory and random drug & alcohol screening.
- 5) Must not have any felony convictions.
- 6) Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.