



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •



Human Resources Department
P.O. Box 279 • La Push, WA • 98350
(360) 374-4367 | 4366 | 2175 | 6561 • Fax (360) 374-4368

Job Description

Accounts Payable Specialist

HOW TO APPLY: Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350

Or via email: hr@quileutenation.org

Ensure your application contains:

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED, If Applicable**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.

Position: **ACCOUNTS PAYABLE SPECIALIST**
Supervisor: Accounting Dept. Manager
Location: Administration Building
Work Info: Full Time: 40 Hrs/Week (M-F)
Salary: DOQ/E (hourly wage)
Closes: **Open Until Filled**

POSITION SUMMARY:

This position will be responsible for inputting approved accounts payable. This individual will be responsible for reviewing appropriate documentation for all purchases before being processed through Microix procurement software and Micro Information Processing system (MIP) for payment. This position is responsible for ensuring that all supporting data is attached in the Microix procurement software.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Responsible for assisting with detailed monthly aging reports
- Reconciling the detail with Accounts Payable control account
- Assist with detail Accounts Payable aging report and assure that the aging report totals agrees with the accounts payable control
- Work with the Controller, Accounting Dept. Manager, General Accountant, Purchasing Coordinator, and Budget & Grants Staff to resolve all charts of accounts, accounts payable, and vendor matters
- Will prepare all needed accounts payable and vendor data for the annual financial audit.
- Responsible for timely entry of financial data
- Other duties as assigned.

SKILLS, KNOWLEDGE AND ABILITIES

- Ability to work professionally with varying levels of personnel, both internal and external to the tribe
- Proficient in a Windows based computer system and the use of Microsoft Office
- Communicate clearly and effectively in writing and orally
- Highly organized
- Detail oriented
- Must have good work ethic and good work attendance.
- Must adhere to Personnel Policies and Drug and Alcohol Policies.

WORK ENVIRONMENT:

- Office Setting, desk/cubicle, predominately stationary/sitting, computer usage.

PHYSICAL DEMANDS:

- Be able to lift 50lbs.

SUPERVISORY RESPONSIBILITY:

No

QUALIFICATIONS:

Required Qualifications

- High School or GED
- Minimum 1 year of computerized accounting experience
- Intermediate knowledge of accounting

Preferred Qualifications

- Associate degree in Accounting
- Experience in a Tribal organization
- Experience working in Micro Information Processing system (MIP).
- Experience working in Microix procurement software

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Special Requirements: Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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