



MESCALERO APACHE TRIBE

Position Description

JOB ANNOUNCEMENT

Position Title:	Accounting Technician-Account Payable		
Department:	Finance		
Employment Status:	Non-Exempt	Grade: NE8	
Opening date: November 02, 2020		closing date: November 20, 2020	

Job Summary

Performs a variety of advanced accounting tasks to compile, prepare, review, and verify financial and statistical records and funds; calculates, posts, and verifies financial transactions. May specialize in Accounts Payable, Accounts Receivable, or Cash Reconciliation.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

Duties and Responsibilities

- Answering telephones, assisting visitors, and resolving and/or referring a range of administrative problems and inquiries.
- Maintains all accounting functions related to accounts payable in the automated computer system.
- Performs general accounting procedures in the preparation of financial documents, records, and reports; reviews and processes accounts payable. May serve as backup for other accounting staff including cash receipts, purchase orders or receptionist.
- Prepares journal entries as needed.
- Reconciles invoices to monthly statements or other supporting documentation
- Determines validity of documents submitted with purchase order for authorization.
- Reviews vendor information for completeness and accuracy. Enters vendors into the system and reconciles and corrects any duplicate vendors
- Monitors accounts payable; verifies purchase requisitions, expense claims, and invoices; verifies invoiced items are received; ensures accountability of internal records and controls.
- Processes payment of invoices and receipts of goods.
- Analyzes account codes and makes necessary corrections; audits and verifies claims, financial reports, and payments for compliance with budget constraints, rules, regulations, and board policies; verifies reports and other calculations; revises claims and reports as needed.
- Prepares and maintains aging report and various other financial reports.
- Reconciles accounts to the general ledger.
- Maintains the issuance of credit cards and reconciliation of monthly statements to invoices/receipts.
- Provides information on department, policies, procedures and/or processes.
- Establishes, maintains, and updates files, databases, records, and/or other documents; develops and maintains data, and performs routine analyses and calculations in the processing of data for recurring internal reports.
- Monitors, reviews and updates vendor activity for end of year 1099 issuance.
- Review, log, prioritize, and route correspondence.
- Make take deposits to bank.
- Assists with preparation and distribution of dividend to Tribal Members.

- Enters all information into database.
- Gather, organize, and prepare information for routine reports.
- Researches information, compiles statistics, and gathers and computes various data; prepares special and/or one-time reports, summaries, or replies to inquiries, selecting relevant data from a variety of sources.
- Perform other duties as assigned.

Minimum Qualifications

- High School Diploma or GED.
- Associate's Degree preferred.
- One year accounting or bookkeeping experience.
- Computer and database skills required.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

Tribal preference and Native American Indian preference shall apply to all positions.

Knowledge, Skills and Abilities

- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of computerized information systems and accounting software, preferably MIP.
- Knowledge of basic principles, procedures, and terminology of auditing, accounting and financial record keeping; basic software applications related to financial applications.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
- Ability to conduct basic research; set up and maintain database files to create spreadsheets and other related forms and documents.
- Ability to set up and accurately maintain accounting and financial records; follow directions; work independently; set priorities and meet deadlines.
- Ability to detect and correct errors or omissions.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to gather data, compile information, and prepare reports.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to carry out instructions furnished in verbal or written format.
- Above average attendance record required.

Physical Demands

While performing the duties of this job, the employee regularly is required to sit; use hands and fingers to handle, or feel; and talk and hear. The employee occasionally is required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment

Work is generally performed in an office setting with a moderate noise level.