



MESCALERO Apache SCHOOL



"Mescalero Chiefs"

P.O. Box 230, 249 White Mountain
Mescalero, New Mexico 88340
Phone: (575)464-4431 Fax (575) 464-
0053

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JOB VACANCY

Accounts Payable Clerk

Primary Functions: Maintains essential functions for the Business Office. Responsible for processing all invoices received for payment and for undertaking the payment of all vendors in an accurate, efficient, and timely manner. Responsible for reviewing all expenses, especially credit card expenses, to ensure compliance with MAS policies and procedures.

Responsibilities:

- Complete payments and controls expenses by receiving, processing, verifying and reconciling invoices in compliance with MAS policies and procedures.
- Enter and upload invoices daily into the accounting system and monitors the accounts payable aging report.
- Pay vendors by monitoring discount opportunities, scheduling and preparing checks and resolving purchase order, contract, invoice or payment discrepancies and documentation.
- Maintain accounting ledgers by verifying and posting account transactions.
- Verify discrepancies and resolve vendor accounts.
- Review and audit credit card purchases to ensure compliance with MAS policies and procedures and process credit card bills on a monthly basis.
- Ensure sales tax (for goods) is never paid on invoices or credit card purchases.
- Perform monthly reconciliations to credit accounts/statements and large vendor accounts.
- Maintain and ensures all documentation and files are current, complete and accurate.
- Protect organization's value by keeping information confidential.
- Duties/assignments may change to meet the needs of the school due to unforeseen circumstances
- Updates job knowledge by participating in educational opportunities.
- Accomplishes accounting and organization mission by completing related results as needed and assigned by the Business Manager.
- Keep current with technical advances at MAS.
- High degree of attention to detail. Position does not allow for many errors.

Key Relationships:

- Position reports to the Business Manager.

- Will interact daily with staff who have questions about purchasing equipment, materials and credit card procedures.
- Required to maintain a courteous and professional manner though the position can be high-paced and requires prompt completion of tasks with minimal errors.

Minimum Qualifications:

- Associate's degree in Business or other relevant field is preferred.
- Two (2) years prior experience in accounts payable, general accounting or other relevant banking experience.
- Knowledge of basic accounting principles.
- Ability to work with people in a positive and confidential manner.
- Ability to work independently, take initiative and prioritize tasks.
- High degree of attention to detail.
- Must have own transportation.
- Must be punctual.
- Knowledge of the Mescalero Apache people and their culture.
- Must be able to pass a background check prior to employment.
- Will be required to pass drug test upon employment, then randomly selected.
- Within the scope of Indian preference, all candidates will receive consideration without regard to race, color, sex, national origin or other non-merit factors.

Term of Employment:

- Twelve-month contract.

Salary:

- Placement on Business Office Salary Schedule

Working Conditions:

- Work is accomplished within a school environment.
- Confidentiality must be maintained. Employment is contingent on ability to maintain condition.
- Often required long periods of sitting as well as working with a computer.

Applications will be accepted UNTIL POSITION IS FILLED.

- ***ALL positions require background checks and clearance from any criminal charges prior to employment.***
- ***Note: any felonies or any of two (2) or more misdemeanor convictions will disqualify applicant from employment.***
- ***All positions require initial drug testing upon hire, then random monthly drug testing.***
- ***Selection for employment will be based on the Mescalero Apache Tribal Ordinance 06-02.***

**Applications available at the MAS Administration or on our website:
Maschiefs.org**

**Applications can be returned by mail, fax to 575-464-0053 or email:
HR@mescalero.org**