

## Employment Opportunity

---

8802 27th Ave NE, Quil Ceda Village, WA 98271  
Office: 360-716-5000 • [www.QuilCedaVillage.org](http://www.QuilCedaVillage.org)



**JOB TITLE:** Senior A/P Accountant

**PAY RANGE:** \$37.56 - \$56.33

**DEPARTMENT:** QCV Finance

**JOB DESCRIPTION:** Under the direction of an assigned supervisor, perform a variety of clerical accounting duties in support of assigned accounts and functions; prepare and maintain a variety of financial and statistical records and reports.

**TO APPLY:** Complete the web form application located on the Quil Ceda Village Self-Service portal: <https://quilcedavillagewa.munisselfservice.com/ess/EmploymentOpportunities>. For more information or questions, please visit <http://quilcedavillage.org/Employment> or call Quil Ceda Village Human Resources at (360)716-5000.

*NOTE: The Tulalip Tribes publicly announces that Indian Preference in hiring applies to Tulalip job opportunities.*

---

**EMPLOYEE CLASSIFICATION:** Non-Exempt

**EMPLOYEE REPORTS TO:** QCV Finance Manager

**EMPLOYEE SUPERVISES:** N/A

**EDUCATION:**

- High School Diploma or GED
- Associate degree in accounting/finance or related Preferred- Degree can be replaced by five years of accounting or accounts payable experience

**SKILLS:**

- Perform a variety of complex clerical accounting duties in support of assigned accounts and functions.
- Prepare and maintain accurate financial and statistical records and reports.
- Verify, balance and adjust assigned accounts.
- Compare numbers and detect errors efficiently.
- Reconcile, balance and audit assigned accounts.
- Assemble, organize and prepare data for records and reports.
- Process and record accounting transactions accurately.
- Prepare and reconcile statements, ledgers, balance sheets and other financial documents.
- Operate standard office equipment including a computer and assigned software.
- Understand and follow oral and written instructions.

- Meet schedules and timelines.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working and cooperative relationships with others.
- Make arithmetic computations with speed and accuracy.

#### EXPERIENCE:

- Minimum five (5) years of accounting or accounts payable experience
- Minimum five (5) years of experience preparing financial statements and reports

#### OTHER REQUIREMENTS:

- Methods, procedures and terminology used in clerical accounting work.
- Financial and statistical record-keeping techniques.
- Preparation, review and control of assigned accounts.
- Preparation of financial statements and comprehensive accounting reports.
- Data control procedures and data entry operations.
- Modern office practices, procedures and equipment.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Arithmetic computations.
- Perform related duties as assigned.

#### SPECIFIC JOB PERFORMED:

- Perform a variety of clerical accounting duties in support of assigned accounts and functions review accounts for errors and make appropriate adjustments
- Calculate, assemble, match, sort, tabulate, review and post a variety of financial and statistical data; review, adjust and assure accuracy of ledgers and journal entries; balance, adjust and reconcile accounts; review data for accuracy and completeness.
- Receive, review and verify a variety of accounting information; input a variety of accounting data into an assigned computer system; initiate queries, develop spreadsheets and generate a variety of computerized lists and reports; maintain automated financial records.
- Compile information and prepare and maintain a variety of financial and statistical records and reports related to purchase orders, invoices, income, expenditures, budgets and assigned accounts; prepare and reconcile statements, ledgers, balance sheets and other financial documents.
- Receive, process, sort, code and file purchase orders, claims, requisitions and invoices as assigned; prepare invoices for payments; verify invoices and match purchase orders, checks and receivers; maintain contact with vendors to modify and clarify invoices and resolve discrepancies.

- Assist designated departments and programs in the maintenance and evaluation of budgetary records and data as assigned; monitor funds for income and expenditures; calculate, prepare and revise budgetary data.
- Communicate with personnel and outside agencies to exchange information and resolve issues or concerns.
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.
- Perform various clerical duties in support of assigned functions as required; prepare routine correspondence; duplicate and distribute materials.
- Main point of contact for Fuel and KeyBank credit card inquiries, i.e. balances and reconciliations.
- Deliver in-store payments to vendors for timely processing.
- Coordinate with the IT team on A/P system related issues as well as on setting up new check and/or Purchase Order forms.
- Train other team members/departments on proper procedures and Munis functions as well as on procedures for recording and analyzing payments.
- Assist with month-end processes to keep Munis up to date and ready for closing.
- Process 1099-Misc and 1099-NEC forms per IRS guidelines, ensuring accuracy before filing with the IRS. Staying up to date on all requirements and changes.
- Work with attorneys on Levy procedures/requirements to ensure we stay in compliance.
- Complete end-of-year reconciliations for all A/P accounts in a timely manner for the audit.
- Assist with intercompany transaction reconciliations between all entities (TTW, TRC, Bingo, QCV, and TTFC) for the audit and follow up on any necessary outstanding payables/receivables.
- Provide explanations and documentation for payments for audits and other departmental requests.
- Perform other duties as necessary including cross training to support various functions within the department

### TERMS OF EMPLOYMENT:

This Regular Full-time position requires at least 40 hours per week or 2080 hours per year. Employees may be required to work after hours on weekends, at special events, or on call. Upon completing the applicable probationary period, an employee may be eligible for a pay increase, subject to budgetary restrictions. Employees will be required to work on-site, with no telecommuting. No provisions for relocation will be provided.

**Disclaimer:** The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not intended to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.