

Employment Opportunity

8802 27th Ave NE, Tulalip, WA 98271
Office: 360-716-5000



JOB TITLE: Accounts Payable Accountant

PAY RANGE: \$32.73 - \$49.09

DEPARTMENT: Tulalip Tribal Federal Corporation

JOB DESCRIPTION: Under the direction of an assigned supervisor, perform a variety of accounting duties in support of assigned accounts and functions such as accounts payable, accounts receivable, purchasing, and billings; 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/default.aspx>. For more information or questions, please visit: <http://quilcedavillage.org/Employment> or call Quil Ceda Village Human Resources at 360-716-5016.

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

EMPLOYEE CLASSIFICATION: Non-Exempt

EMPLOYEE REPORTS TO: Finance Manager

EMPLOYEE SUPERVISES: None

EDUCATION:

- High School Diploma or GED.
- Minimum Associate Degree in accounting/finance or related. Degree can be replaced by five years of experience in applicable similar position

SKILLS:

- Compare numbers and detect errors efficiently. Make arithmetic computations with speed and accuracy.
- Knowledge of basic principles of finance, accounting and bookkeeping.
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

EXPERIENCE:

- Minimum 2 years' experience in accounting/finance.

OTHER REQUIREMENTS:

- Knowledge of Microsoft office required. (Test required)
- Ability to communicate effectively both orally and in writing.

- Ability to establish and maintain effective and cooperative working relationships with others.
- Perform related duties as deemed necessary.

PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Dexterity of hands and fingers to operate a personal computer, telephone, and routine paperwork.
- Stamina to sit or stand for prolonged periods of time.
- Tolerance to being exposed to a computer screen for prolonged periods of time on a regular basis.
- Mobility to bend, stoop, and climb stairs occasionally.

SPECIFIC JOB PERFORMED:

- Ensure timely and accurate processing of payments for vendors.
- Ensure Costs are coded to the correct account, department, and project and are properly approved by managers.
- Verify invoices and credit memos, match with purchase orders, and input into the accounting software.
- Process Travel Advances; Track and follow-up on Travel reconciliations.
- Perform check runs.
- Distribute accounts payable checks appropriately.
- Follow up on discrepancies with appropriate staff and/or vendors.
- Reconcile Credit Card statements and ensure all backup/receipts are attached.
- Analyze and respond to vendor requests regarding unpaid invoices, outstanding credits, and other finance-related questions.
- Audit freight bills against freight inquiries, deduct tax if item was delivered to the reservation.
- Responsible for the scanning, filing and maintenance of all financial records.
- Reconcile vendor statements and the ledger making sure payments are consistent and accurate.
- Process vendor credit applications.
- Stay up-to-date on mileage reimbursement and travel per diem rates.
- Assist in 1099 preparation.
- Maintain project invoices and backup.
- Maintain Fixed Asset records.
- Regularly perform clean-up of Munis records.
- Provide back up and support to team members as necessary.
- Provide support for internal and external audits.
- Perform other duties as necessary.

TERMS OF EMPLOYMENT:

This is a Regular Full-time position, requiring at least 40 hours per week, or 2080 hours per year. Employee may be required to work after hours, weekends, special events and/or on call. Employees will be required to work on-site, 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 designed 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.