



Job Title: Accounts Payable Specialist
Department: Accounting
Reports to: Accounting Manager
FLSA Status: Full-Time Non-Exempt
Salary Grade: \$21.95 - \$35.67
Location: Coos Bay/North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

SUMMARY OF MAJOR FUNCTIONS

The Accounts Payable Specialist is responsible for the documentation and accurate data entry of all accounts payable transactions through the Tribal accounting system. This position is responsible for the accounts payable function within the Tribal organization, including daily/routine transactions entered into the accounting database. This position must be able to maintain high levels of accuracy, professionalism, and confidentiality. The position must have excellent verbal and written communication skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manage Tribal accounts payable function and the efficient and timely payment of Tribal invoices and obligations, including resolving positive pay exceptions.
2. Work closely with the Procurement Officer to coordinate purchase orders and accounts payable disbursements and to improve processes in both functions.
3. Establish accounts payable procedures/practices to ensure that vendor payments are in compliance with the Tribe's disbursement practices/policies and IRS reporting regulations, recommend and implement new systems and upgrades related to accounts payable.
4. Oversee and coordinate the timely resolution of vendor account discrepancies to keep accounts and payables current and take advantage of any early payment discounts.
5. Request and maintain up-to-date IRS W-9 forms for vendors prior to disbursement of funds.
6. Assist with performing internal audits of 1099 information for all vendor payments throughout the year and make 1099 adjustments as needed.
7. Assist with managing year-end production and transmittal of 1099 information to vendors and IRS, including identifying and marking payments that are reportable income to the IRS.
8. Define accounts payable detail transaction description requirements.
9. Monitor invoice payment statistics; follow-up on overdue payments and uncollected credit memos and warranties.
10. Communicate with Accounting staff, vendors, and employees to obtain back-up documentation necessary for disbursements or other transactions.
11. Other duties as assigned including cross-training in all accounting functions.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

PHYSICAL REQUIREMENTS

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires walking, standing, sitting for extended periods of time, raising or lowering objects, stooping and occasionally requires lifting up to 25 pounds. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills with strengths in team building, and cooperative problem solving. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
2. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
3. Working knowledge of accounting principles.
4. Ability to make decisions independently in accordance with established policy and procedures.
5. Ability to develop the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
6. Ability to exercise excellent organization, time management, analytical and problem-solving skills.
7. Must have acute attention to detail and demonstrate effectiveness in managing multiple work assignments simultaneously, often under strict deadlines. Work accuracy is essential. Works independently, shows initiative and takes ownership of all projects and assignments to achieve positive results.
8. Be computer literate. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.
9. Ability to work with mathematical concepts such as basic arithmetic.
10. Ability to work cooperatively with other departments to accomplish assigned tasks; ability to develop good working relationships with other departments in the organization.

REQUIRED QUALIFICATIONS

- A. High School diploma or equivalent required. Successful completion of basic college-level accounting classes is preferred.
- B. Understanding of accounting systems and controls, accurate data entry skills, and knowledge of documentation and budgeting required.
- C. Minimum of five (5) years accounts payable work experience required.
- D. Experience with accounts payable software, Microsoft Word and Excel required.
- E. Experience with the production and transmittal of 1099s preferred.
- F. Experience with MIP Fund Accounting software and Tribal Government accounting preferred.
- G. Current and valid Oregon driver's license in good standing with no insurability issues with the Tribe's insurance carrier is required.