



Approved 8/10/2023

Big Valley Band of Pomo Indians

Job Description: Accounting Clerk I – Accounts Payable Specialist
Hours: Full Time, Non-Exempt
Salary: \$18.51 to \$33.40/ Depends on experience
Reports To: Chief Financial Officer
Deadline: March 22, 2024

Position Summary: The Accounts Payable Specialist is responsible for maintaining and processing accounts payable for Big Valley Rancheria, Tribal Businesses, and other subsidiaries of the Tribe. This position is also responsible for aiding and supporting all functions within the Big Valley Rancheria fiscal office. This position will be expected to cross train for all fiscal department functions to provide seamless coverage when necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Organize incoming invoices and statements and purchase orders. Prepare and enter invoices into Microix. Transfers Microix workflow items to MIP when all approvals have been made.
- Process weekly check run including Invoice data entry into MIP, post to the general ledger, generate checks, affix checks to supporting documentation, generate checks/ACH, and mail/distribute.
- Reconcile monthly vendor and credit card statements; research missing invoices and receipts; correct and resolve discrepancies with vendors.
- Maintain files for unpaid and paid invoices in an organized manner; maintain the system to ensure timely payment of all invoices; obtain and maintain W-9 information, when required, for 1099 purposes. And processing 1099 Annually.
- Process per capita checks. This includes file import from Excel into MIP, verify totals, generate checks/ACH, and mail/distribute.
- Communicate verbally or in writing with Tribal personnel or vendors regarding missing supporting documentation or charge codes.
- Research and respond to vendor and Tribal departmental inquiries, pertaining, but not limited to, account balances, payments...etc.
- Research stale-dated checks and make recommendations on action to be taken.
- Set up and process ACH and wire transfers, as needed.
- Assists in other areas of accounting (P/R, A/P, general ledger) as assigned.

QUALIFICATION REQUIREMENTS: The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- To perform this job successfully, a qualified individual must be able to perform each essential duty satisfactorily. To do so a qualified individual should at least have the following qualifications:
- Performs a variety of complicated tasks.
- Ability to use a wide degree of analytical skills to plan and accomplish goals.

- Can work under minimal supervision, relying on experience and judgment.
- Good work ethics and positive, productive attitude
- High level of organization and thoroughness
- Detail-oriented and accurate
- Able to work within specific deadlines.
- Able to communicate effectively with members of other departments and with Big Valley Rancheria employees.

EDUCATION AND/OR EXPERIENCE:

- Required high school diploma or GED.
- Minimum 1 year experience working in accounts payable.
- Desired prior experience with accounting software with preference in Abila/MIP.
- Must be computer literate, proficient in Microsoft Excel with general working knowledge of Word.
- Experience working with Tribes and Tribal programs preferred.

LANGUAGE SKILLS:

- Requires an individual with exemplary verbal and written communication skills and supervisory skills.

REASONING ABILITY:

- Requires ability to plan, assign and direct workflow and ability to establish and maintain effective working relationships with employees, other agencies and the public.

PHYSICAL DEMANDS: The physical demands describe here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Other Requirements

1. Must be eligible for coverage under the Tribe's vehicle insurance policy.
2. Must possess a valid California driver's license. Must be willing to travel locally, regionally, statewide, and/or out-of-state, as necessary, during or after regular working hours.
3. Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25 U.S. Code, § 472 and 473). Applicants claiming Indian preference must submit verification by Tribe of affiliation or other acceptable documentation of Tribal Enrollment.
4. Must be twenty-one (21) years of age.
5. Able to pass the Big Valley Rancheria drug test.
6. Work involves periods of sitting, walking, bending, crouching, stooping, stretching, reaching, or similar activities, and lifting of moderately heavy items, up to 50 lbs.
7. Must be able to satisfactorily complete a background check and a pre-employment screening.

Please submit Big Valley application and resume to HR@big-valley.net by March 22, 2024