



Cow Creek Government Office

Position Description

Position Title: Accounts Payable Specialist

Department: Finance

Reports To: Accounting Manager

FLSA Designation: Non-exempt

Date Written/Revised: 7/21/2014

POSITION SUMMARY:

The Accounts Payable Specialist is responsible for providing financial, administrative and clerical services. This includes processing and monitoring payments and expenditures. Providing these services in an effective and efficient manner will ensure that municipal finances are accurate and up to date, and that staff, vendors and suppliers are paid within established time limits.

ESSENTIAL FUNCTIONS:

- Collect all pre-approved check request.
- Prepare all recurring check request.
- Review all accounts to ensure that they are current. Research duplicate invoices or copies before processing payments.
- Process invoices in a timely manner to ensure that cash discounts are taken and penalty / late charges are avoided.
- Process payment of bills after verifying that all documents are accurate as to items, price, extensions and proper receiving and approval by the department head, accounting department and management.
- Process checks related to CHS and maintain applicable files.
- Process monthly Elders distribution and annual Tribal distribution checks.
- Sort and distribute / mail checks.
- Maintain vendor files with W-9's, accurate terms codes, and all other related information pertaining to vendors.
- File and maintain all check copies and A/P reports including vendor list.
- Verification of checks being cashed on-line.
- Provides backup to the payroll clerk.

QUALIFICATIONS:

- Associates degree in accounting preferred or 5 years accounts payable experience.
- Preference to candidates with governmental accounting experience
- Preference to candidates with MIP fund accounting experience
- Requires strong attention to detail and strong analytical skills.
- Ability to effectively communicate with employees and vendors in a friendly and positive manner. This involves listening and providing positive and proactive solutions.
- Ability to handle multiple priorities and tasks.
- Requires excellent communication skills both written and verbal.
- Ability to work quickly, neatly, and quietly in limited space.
- Requires maintenance of confidential information.
- Requires ten key by touch.
- One to two years accounting experience using integrated accounting software for medium size company.
- Must have knowledge of accrual basis accounting.
- Proficient with Microsoft Excel, Word, and Outlook.

Cow Creek Government Office
Position: AP Specialist

Position Minimum Requirements

{Continuous -- 67-100% of the day. Frequent – 34-66%. Occasional – 6-33%. Intermittent – 1-5%}

1. **SITTING** – (Percent of time or hours per day? Surface? Foot Controls?) **Continuous**

 2. **STANDING** – (Percent of time or hours per day? Type of Surface? Duration at one time?) **Intermittent**

 3. **WALKING** – (Percent of time or hours per day? Surface? Distance?) **Intermittent**

 4. **POSITIONS** – (Can worker change positions frequently? Occasionally?) **Occasional**

 5. **LIFTING & CARRYING** – (Weight? Type of object(s)? Frequency? Distance?) **Intermittent**

 6. **PUSHING/PULLING** – (Weight? Type of object(s)? Times per hour? Distance?) **Intermittent**

 7. **REACHING/HANDLING** – (Use of hands for repetitive fine manipulation? Distance? Overhead reaching? Frequency?) **Intermittent**

 8. **BENDING/SQUATTING** – (Frequency? From Waist? Knees? Duration?) **Intermittent from the waist**

 9. **TWISTING** – (From what body part(s)? Frequency? How far? Work being done?) **Intermittent from the waist.**

 10. **CLIMBING** – (Height? Slope? Number of steps? Frequency? On what? Ladder?) **NA**

 11. **CRAWLING** – (Surface? Frequency? Distance?) **NA**
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ENVIRONMENTAL FACTORS – (Include whether job is performed inside or out identifying extremes of cold, humidity, heat, etc. Include any hazards such as noise, light, fumes, dust, vibration, liquids, chemicals, communicable disease, etc.)

| | | |
|-------------------------------------|-----------------|--|
| <input checked="" type="checkbox"/> | Sedentary Work | = Prolonged periods of sitting, exerts up to 10lbs of force occasionally |
| <input type="checkbox"/> | Light Work | = Exerts up to 20lbs. of force occasionally, and up to 10lbs. of force frequently |
| <input type="checkbox"/> | Medium Work | = Exerts up to 50lbs. of force occasionally, and up to 20lbs. of force frequently |
| <input type="checkbox"/> | Heavy Work | = Exerts up to 100lbs. of force occasionally, and up to 20lbs. of force frequently |
| <input type="checkbox"/> | Very Heavy Work | = Exerts up to 100lbs. of force occasionally, and up to 50lbs. of force frequently |

I have read and reviewed this job description with my immediate supervisor and fully understand the terms set forth.

EMPLOYEE

DATE

SUPERVISOR

DATE

The job description is not intended to detail every aspect of your job or list every task you may perform. It is provided as a general overview of the responsibilities and skill required to do this job successfully.