



# Cow Creek Government Office

## Accounts Payable Specialist

Job Code: 1612  
Department: Finance  
Location: Roseburg, OR  
Minimum Hourly: \$22.22

### 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:

- Process invoice payments weekly in accounting software after verifying that all documents are accurate as to items, price, extensions, account code, vendor information, proper receiving and approval by the department head, accounting department and management.
- Process monthly recurring bills i.e., Weco, GSA vehicle lease, Lowe's, Home Depot, Verizon, Seven Feathers, etc.
- Submit Amazon Business account payments.
- Maintain record of all payments by check or voucher.
- Process Tribal Member distribution payments on a monthly and bi-annual basis.
- Submit monthly credit card payments.
- Process property tax payments annually.
- Maintain vendor files with W-9's, terms, codes, etc.
- Create new vendors in MIP.
- Maintain Tribal Member payment information.
- Annually process 1099's.
- Prepare check documentation for audit review annually.
- Upload bank records for checks and debits weekly.
- Void and reissue outdated payments.
- Sort and distribute / mail checks weekly.
- Responsible for scanning finance team's documents to maintain proper records.

## QUALIFICATIONS:

- Associates degree in accounting or 2 years accounts payable experience.
- MIP fund accounting experience preferred.
- 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 with a high degree of accuracy and efficiency in an organized manner.
- Requires maintenance of confidential information.
- One to two years accounting experience using integrated accounting software for medium-sized company.
- Proficient with Microsoft Excel, Word, and Outlook.