

ACCOUNTS PAYABLE SPECIALIST

DEFINITION: Under general supervision, performs skilled accounting work of moderate difficulty in providing first line performance of accounts payable work, including accuracy and timely of material produced; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Plans, assigns, analyzes, processes and remits payment for all vendor payables, employee reimbursements and credit card statements; coordinates the accounts payable activities with the Accounting Manager; monitors all accounts payable functions; responds to requests for information based on substantial knowledge of accounts payable procedures/coding; provides general assistance to the Accounting Manager.

Reviews, posts and codes payment and processing of accounting documents for the Accounting Manager; ensures accurate entry of transactions to Financial Management Information System (FMIS) accounting system; implements minor procedural and transactional changes in the fiscal operation; initiates oral and written correspondence with vendors or other outside organizations on accounts payable matters; interprets applicable policies and procedures.

Reviews vendor invoices for proper authorizations and matches to Navajo Nation program purchase orders; works closely with the Purchasing Agent to resolve any purchasing and invoicing discrepancies; reviews and processes all employee reimbursements; performs data entry of all invoices and processes check runs, as required; researches discrepancies and unpaid invoices and processes invoices to avoid late payments; reviews monthly vendor statements; maintains vendor files; processes 1099s at year end and posts daily deposits.

Works cohesively as a team member and work autonomously with little direction, takes on additional projects as required by the Accounting Manager; performs skilled accounting tasks involving the application of bookkeeping principles to the maintenance of financial accounts and records that includes posting to payable records; performs basic arithmetic computations, enters data to records of original entry; prepares summary statements; checks forms for completeness and accuracy; and may assume delegation duties in the Accounting Manager's absence.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of general governmental accounting and financial administration principles and practices including automated accounting systems.

Knowledge of Navajo Nation, Federal and State laws, regulations, and guidelines governing aspects of tribal operations relative to auditing, purchasing, grants, risk management, budgeting and accounting.

Thorough knowledge of accounts payable and purchase orders.

Knowledge of modern office procedures and practices, used in accounting transactions, including recordkeeping and data security methods and techniques.

Skill in operating and developing computer databases and spreadsheet files.

Skill in reviewing and analyzing a variety of accounting records and reports necessary to document the receipt, allocation and distribution of funds in a government setting.

Skill in time management.

Ability to demonstrate tenacity and due diligence in following up on outstanding issues to ensure customer satisfaction.

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Ability to meet deadlines, achieve and maintain productivity levels.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS:

- A high school diploma; supplemented by college level courses in bookkeeping and/or accounting; and four (4) years of increasingly responsible bookkeeping and/or accounting experience; or an equivalent combination of education and experience.

Special Requirements:

- FMIS Certification
- Possess a valid state driver's license.

PREFERRED QUALIFICATIONS:

- An Associate's degree in Accounting, Finance or Business Administration or related field.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.