

The Santa Rosa Rancheria is accepting applications for the following position. Applications are available at the Human Resources Department, Monday-Friday from 8am-5pm, (Excluding Holidays) or you may contact the Human Resources Department at (559) 924-1278 ext. 4003 or visit our Tribal Website at www.tachi-yokut-nsn.gov

Job Requisition Form

Position to be Filled: Accounts Payable Processor

Department: Finance

Required Qualifications/Essential Duties:

- High School Diploma or General Education Degree (G.E.D.) plus a minimum of two years accounting experience preferably in Accounts Payable;
- Valid California Driver License- **Preference**;
- Must be insurable through companies' carrier and maintain throughout employment- **Preference**;
- Certificated 10-key- **Preference**;
- Typing Certificate of a minimum of 45 wpm- **Preference**;
- Stamps and sorts incoming mail. Separates into batch categories; those to be reviewed for processing by supervisor, check requests for approval. Match invoices with purchases order, packing slips, receipts and other supporting documents.
- Assembles categories by department and/or accounts for the invoices to be completed for payment and alphabetizing. Verifies all addresses and federal I.D. numbers for vendors if available; calculates all extensions and totals on invoices, calculating and taking discounts when applicable; verifies all coding, checking project numbers and grant code numbers; reviews invoices and requisitions for satisfactory payment approval, checking vendors files for any previous payment; assigns batch numbers and vouchers numbers.
- Calculates batch totals; assigns batch header/audit trail number and gives to supervisor for review. After being reviewed, vouchers are updated for proper distribution to departments and vendors, Accounting Department, departments being charged and agency.
- Prepares cash requirements for payment with proper approval for electronic signatures.
- Files all copies prepared per above into maintained official vendor files for the tribe, alphabetically according to calendar year.
- Maintains audit trail or accounts payable reports chronologically.
- Receives and organizes statements from vendors; checks files for payment of any invoices listed outstanding and calls departments and/or vendors in regard to and old outstanding invoices for verification of unpaid, lost or billed invoices.
- Makes calls to vendors to clarify and questionable invoice items, questionable invoice items, prices or receiving signatures; calls departments for proper information and/or data regarding invoice payments.
- Batches and groups any professional services rendered individually or in multiple payee grouping; maintains listings of any payments for non-employee Compensation Maintenance; complies listing on terminal to consolidate 1099 information for tax purposes to be sent to individuals states and federal government. Responsible for preparing 1099 information/forms.
- Other duties as assigned.
- Drive company vehicle or personal vehicle to conduct business on behalf of the Finance Department.

Reports to: Finance Manager

Starting Rate of Pay: \$22.00 per hour

Approximate Hours: 40+ hours per week

Date Posted: March 13, 2023

Deadline: Open Until Filled

Department Director Date

Human Resources Director Date

The Santa Rosa Rancheria Tachi-Yokut Tribe shall extend employment preference across all employment opportunities for qualified Native Americans in accordance with and subject to applicable law, including Title VI of the Federal Civil Rights Act, which recognizes Native American employment preference.