

POSITION DESCRIPTION

POSITION: Accounts Payable Technician
POSITION NUMBER: 0328
PAY GRADE: NE7
FLSA STATUS: Non-Exempt
DEPARTMENT: Administration-Finance
REPORTS TO: ~~Accounting Manager~~ ~~Finance Director~~
Purchasing Coordinator et

JOB PURPOSE:

Reviews and processes for payment purchase orders, invoices, statements, vouchers, and/or other check requests. Compiles and maintains accounts payable records.

This position description indicates in general the nature and levels of work, knowledge, skills, and abilities. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required or assigned to this position.

JOB DUTIES & RESPONSIBILITIES:

- Opens, date stamps and forwards mail and vouchers to various departments for approvals and purchase order information.
- Receives and reviews purchase orders, check requests, and/or other related documentation for completeness and compliance with financial policies and procedures.
- Matches original invoices and requests for payment with internal purchase orders or check request; performs calculations to determine appropriate payment schedules and amounts, and makes modifications as necessary.
- Reviews accounting string, codes, verifies and electronically enters accounts payable data.
- Runs check reports for accuracy, prints and mails checks.
- Scans and indexes invoices and checks into system.
- Draws, verifies and posts payment checks to appropriate vendors.
- Maintains logs, enters and balances account data, and generates statistical summary reports as required.
- Maintains and retrieves accurate records by filing manually and electronically on a regular basis.
- Enters, edits and posts accounts payable data to system.
- Assists with yearend close outs and new year set ups.
- Generates year end 1099 for vendors.
- Ensures strict confidentiality of financial records.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Associates Degree in Accounting.
- Two years accounting experience.
- Valid state driver's license.
- Must be able to pass background check, with NO prior convictions of any felonies.

The Navajo Nation Preference in Employment Act applies to all hiring, promotions or transfers of individuals into this position.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

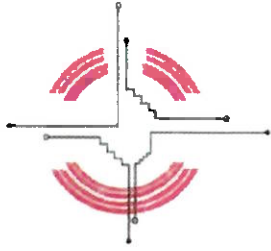
- Knowledge of accounting procedures and financial systems.
- Knowledge of cash management principles and/or procedures.
- Knowledge of accounts payable procedures.
- Knowledge of purchase orders and related accounts payable documentation.
- Skill in word processing, accounting balancing, and basic data entry.
- Skill using 10-key.
- Skill using inventory and accounting software.
- Skill in operating business computers, phone systems, and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
- Ability to prepare routine administrative paperwork.
- Ability to sort, check, count and verify numbers.
- Ability to understand and interpret vendor invoices, statements and other requests for payment.
- Ability to use automated accounting system.
- Ability to analyze and solve problems.
- Ability to meet strict time lines.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to communicate effectively in the Navajo and English language.
- Ability to work as a team member in a structured working environment.

PHYSICAL DEMANDS:

- While performing the duties of this job, the employee may be required to sit for prolonged periods, walk and sit.
- Use hands for dexterity of motion, repetitive movement of both hands.
- Have normal auditory, visual acuity, and verbal communications skills.
- The employee must occasionally lift and/or move up to 15 pounds.

WORK ENVIRONMENT

- Work is generally performed in office setting.



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- Tight time constraints and multiple demands are common.
- Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.