

JOB DESCRIPTION

Job Title: **Accounts Payable Manager**
Department: Accounting
Reports to: Accounting Manager
Position Total: 1
Direct Reports: 1

Basic purpose or function: Accounts Payable Manager is responsible for the timely payment of goods and services that have been budgeted and pre-approved for purchase, with a focus on recurring payables. The Accounts Payable Manager will oversee the production and activities of the Accounts Payable Clerk to assist and ensure timely issuance of checks in order to increase and ensure client satisfaction. The Manager will also manage and issue timely installment payments on fulfilled vendor contracts as agreed upon in Tribal lease and contract terms and conditions.

JOB RESPONSIBILITIES:

- Dates and scans all processed invoices as they are completed
- Reviews all invoices for appropriate documentation and approval prior to payment
- Matches PO to invoices, and codes accurately before processing
- Performs accurate data entry associated with accounts payable
- Processes check requests within a 3-day window
- Separates completed checks (green stock) and places checks in correct file folder in check cart
- Scans all related documents into MIP, then attaches backup and provides to File Clerk for filing
- Readies and mails completed payroll deduction checks in the absence of the A/P Clerk
- Prepares checks for recurring vouchers
- Ensures daily checks are prepared immediately if requested by TGB or Controller
- Ensures 1099's are entered accurately and prepared by January 31 of each year; saves and scans completed 1099's electronically in MIP
- Responds to Tribal member, vendor and internal client inquiries in a professional manner
- Reconciles vendor statements; researches and corrects discrepancies
- Assists with month end closing as requested
- Maintains files and documentation. Shreds documents immediately to maintain a neat and orderly work area
- Assists with other projects as assigned

Minimum Qualifications:

- High school diploma, and progressive college courses in accounting
- Knowledge of GAAP and standard accounting practices
- Must be accurate, detail oriented, punctual, manage time efficiently, and meet established deadlines
- Must have strong work ethic, be proactive, well organized and a self-starter
- Must be reliable and interact well with all levels of employees and vendors in a professional manner
- Proficient with MIP and Microix and serve as a training resource for the department
- Ability to keep company information Confidential
- Proficient computer skills and knowledge of Microsoft products including Excel and Word
- Ability to perform mathematical computations such as percentages, fractions, addition, subtraction, multiplication and division quickly and accurately
- Neat and professional appearance; well maintained files; clean and organized work area
- Performs other duties assigned by the Accounting Manager