



OFFICE OF FINANCIAL MANAGEMENT

ACCOUNTS PAYABLE TECHNICIAN

INTRODUCTION: This position is responsible for reviewing and verifying invoices and related support documents, and processing vouchers for payment on the financial obligations of the Hopi Tribe. Incumbent performs primarily clerical duties of semi-difficulty and complexity, requiring some knowledge of entry-level bookkeeping procedure and skill in operating a microcomputer (accounting software).

DUTIES: (The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive)

1. Receives, reviews and enters coded, prepared payment vouchers for check processing; refers documents needing further analysis/confirmation to appropriate senior level staff for authorization.
2. Enters transactions and related information/data into microcomputer for processing, data file archival/tracking and reporting purposes; assures that all information/data are accurate and entered in a timely manner.
3. Monitors and identifies discrepancies and/or outstanding debits for follow-up. Contacts appropriate tribal personnel and vendors to clarify any questionable invoice items, prices/discounts, receiving reports, etc.
4. Prepares daily/monthly accounts payable financial reports for supervisor's review and analysis; meets with supervisor on as needed basis to discuss status/progress of work, workload assignments, any unusual/difficult cases, changes to policies and procedures, future enhancements, etc.
5. Provides assistance with annual audit process/ monthly and year-end close, pulling documents, copying, and calculation and preparation of 1099 documents and schedules.
6. Performs other related duties as assigned or authorized to achieve office goals and objectives

COMPLEXITY: The work consists of duties that involve related steps, processes and methods. Decisions regarding what needs to be done involve various choices requiring the incumbent to recognize the existence of and differences among several alternatives.

SUPERVISION RECEIVED: The supervisor provides assignments by indicating generally what is to be done, limitations, quality/quantity expected, deadlines, and priority of assignments; and provides additional, specific instructions for new, difficult, or unusual assignments including suggested work methods or advice on source materials available. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems, and unfamiliar situations to the supervisor for decision or help. Finished work and methods used are reviewed and assessed for technical accuracy and compliance with instructions or established procedures.

PERSONAL CONTACTS: Contacts are typically with other tribal employees, vendors and representatives of funding agencies/organizations. The purpose of these contacts is to exchange factual information and expedite payment of financial obligations.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS: The work is mostly sedentary and performed in a standard office environment requiring normal safety precautions typical of office/meeting rooms and working around office equipment/machines. Some lifting of moderately heavy objects such as bulk paper and disk drives is required. Occasional travel on and off the reservation is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:
 - A. Education : High school diploma or G.E.D. certificate with at least six (6) credit hours in accounting/bookkeeping from an accredited college/university;

OR

B. Experience: One (1) years clerical work experience with some accounting/bookkeeping responsibilities, preferably in a governmental fund accounting setting;

OR

C. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

A. Knowledge:

- Basic knowledge of accounting principles and procedures and general ledger
- Basic knowledge of automated financial management system
- Basic knowledge of governmental fund accounting and contracts/grants management

B. Skills:

- Skill in operating a ten-key calculator by touch
- Skill in filing and records management
- Skill in verbal and written communication

C. Abilities:

- Ability to apply general bookkeeping principles and practices
- Ability to make arithmetic computations quickly and accurately
- Ability to follow verbal and written instructions
- Ability to maintain strict confidentiality of restricted information
- Ability to establish and maintain positive working relationships with others

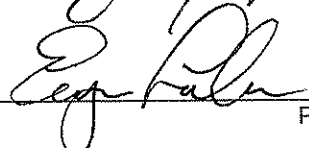
NECESSARY REQUIREMENT:

1. Must complete and pass the pre-employment screening in accordance with Hopi Tribal Policy.

CONDITIONAL APPOINTMENT:

Depending on the needs of the position, some incumbents of this class may be required to possess a valid Arizona Driver's License and pass/complete the Hopi Tribe's Defensive Driving Course.

REVIEWED BY:  8-7-06
Hiring Authority Date

APPROVED BY:  7 August 2006
Personnel Director Date

Hourly: Range: 16
08/2006(nfp)