

TITLE: Accounts Payable
Schedule Terms: 12 Months
Salary Classification: Non-Exempt

Winslow Residential Hall, Inc. complies with the Navajo Preference in Employment Act (NPEA).

GENERAL STATEMENT OF RESPONSIBILITIES: Accounts Payable reports to the Business Manager and is responsible for the collection of payable data for confidential and timely processing. The Accounts Payable will process travel vouchers, requisitions, purchase orders, disbursements and monitoring the payroll system. The Accounts Payable oversees the posting of all ledger entries and cash receipts to assure prompt and accurate processing of disbursements to all vendors. Additional duties include assisting the Administration Office with clerical functions. Services are to be completed in an effective and efficient manner to ensure that finances are accurate and up to date so staff are paid per a payroll schedule and all vendors are paid within established time limits.

QUALIFICATIONS

EDUCATION, TRAINING & EXPERIENCE:

- **At least 60 post-secondary semester hours or an Associate of Arts degree in Finance, Accounting or a related field;**
- Minimum of two (2) years' related work experience, preferably in a school or residential setting;
- Knowledge of bookkeeping procedures;
- Must be able to read and interpret financial data;
- Knowledge of computer operations;
- Must show a high level of organizational and planning skills;
- Must display a high degree of accuracy in processing disbursements;
- Must be detailed oriented and work in a fast-paced environment;
- Must have excellent communication skills;
- Must work well with others and meet strict deadlines
- Successful completion of all background checks (Federal, State and Navajo Nation/Local);
- Must be knowledgeable and familiar with Native languages, cultures, customs and traditions;
- Valid Government issued Driver's License.

DUTIES AND RESPONSIBILITIES:

- Working knowledge and full compliance with (1) all WRHI Policies and Procedures Manual and federal regulations, (2) supervisor's directives, guidance, and performance plans, and (3) this position description;
- Exercise sound judgment and discretion with respect to any matter not specifically addressed by WRHI's policies, procedures, and regulations and/or this position description;
- Perform the day-to-day processing of accounts payable transactions to ensure that finances are maintained in an effective, up-to-date and accurate manner.
- Review purchase requisitions to ensure budget codes are appropriate for the item(s) being purchased.
- Ensure budgets being affected on purchase requisitions have sufficient balances to cover expenditure.
- Ensure all accounts payable policies and procedures are adhered to including travel and related expenses, vendor approval and invoice processing.

WINSLOW RESIDENTIAL HALL, INC.

POSITION DESCRIPTION

- Receives and verifies invoices and requisitions for goods and services. Ensures accounts payable invoices and expense claims are accurate and properly coded and authorized for payment.
- Investigates and resolves problems associated with processing of invoices and purchase orders.
- Research and resolve a variety of routine internal and external inquiries concerning account status, including communicating the resolution of discrepancies to appropriate persons.
- Create purchase orders and distribute purchase order number information to the requisitioner for ordering.
- Processes accounts payable invoices and expense claims for payment by matching and verifying with PO, requisitions, packing slips, vendor statements and receipts and documenting staff reimbursements.
- Manages the full accounts payable cycle from receipt of invoices to payment; including coding, matching purchase orders, obtaining approval and entering invoices into the accounting system.
- Prepares batches of invoices for data entry and payments.
- Generates payments and ensures checks are authorized according to policy and distributes to payees.
- Prepares weekly check runs and prepares checks for mailing to vendors. Corresponds with vendors are required.
- Prepares all remittance information to be mailed with checks.
- Maintain sign-out and sign-in sheets for all credit cards. Maintain credit memo information and apply credit memo to invoices as appropriate.
- Maintain a check log of incoming checks and mail distribution within the office.
- Responsible for monthly accounts payable journal entries and balance sheet reconciliations.
- Ensures necessary information is maintained to ascertain which vendors are subject to 1099 reporting and generating 1099 forms.
- Solicit and maintain current W-9 information for all active vendors.
- Maintains listing of accounts payable vendor files purging data appropriately. Prepare vendor reports as required.
- Manage vendor relations and build effective partnerships.
- Perform payroll functions. Verify personnel action documents related to employee status changes and payroll. Ensures accurate pay rates are provided to the Business Manager for data input into the payroll program for accurate payment of employee pay.
- Maintains accurate leave balances for all employees.
- Maintain employee professional travel requests and process travel vouchers. Arrange for employee training, make arrangements for conferences, travel, trainings and meetings. Knowledge of the federal travel regulations for purposes of calculating accurate travel expenses.
- Maintain accounts payable filing system including the scanning of documents. Responsible for the retention of all account's payable documents.
- Maintains reports as required for periodic and year-end financial statements.
- Assist team with gathering support for all audits, including pulling files and documents.
- Make recommendations for continual process improvements and ensure all self-studies and assessment findings are corrected.
- Maintain good and timely attendance.
- Maybe required to work overtime and weekends.
- Attend training and meetings when required.
- Highly motivated with excellent verbal and written communications skills.
- Communicate openly, effectively, professionally, and respectfully with co-workers and others.
- Handle sensitive and confidential information.
- Participate in professional development training and in-service programs as required.
- Prepare and submit regular monthly reports to the Business Manager, Homeliving Supervisor and the School Board.

