



# Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

*'Working together as one to Preserve, Promote and Protect our Sche Lang en'*

## **JOB ANNOUNCEMENT**

**JOB TITLE:** Accounts Payable Clerk III

**OPEN:** November 27, 2019

**EXEMPT:** No

**SALARY:** (7) \$18.97-\$21.25 p/h DOE

**SHIFT:** Day 8:00am-4:30 pm, M-F

**LOCATION:** Administration Building

**DURATION:** Regular Full-time

**CLOSES:** December 6, 2019

**JOB CODE:**

**DIVISION:** Finance Services

**DEPARTMENT:** Finance

**SUPERVISOR:** A/P Supervisor

**VACANCIES:** 1

**JOB SUMMARY:** Under the supervision of the A/P Supervisor or designee, the Accounts Payable Clerk III will, to a higher degree of knowledge, skill and accuracy, process all vendor invoices and payments for the Lummi Indian Business Council and Lummi Nation Service Organization. Provide assistance and training to Accounts Payable Clerk I and II when needed.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES** include the following, and other related duties as assigned.

1. Receive vendor invoices and perform verification check.
2. Able to process and enter 200-250 invoices per week.
3. Review purchasing packet to verify all required signatures are obtained. Review chargelines and expenditures for reasonability.
4. Photocopy and prepare all incomplete documents to be returned to the department for corrections.
5. Prepare invoices and attach to the purchasing packet.
6. Prepare vouchers and attach proper documentation and input to the computer.
7. Process payments at proper payment dates.
8. Ability to process and follow-up on rush items.
9. Prepare checks for pick up and mail.
10. Scan and file paid invoices and statements.
11. Maintain and update vendor files and all other accounts payable documentation.
12. Provide professional day-to-day communication with all departments and vendors as well as assisting a customer or employee with their needs when they are present in the office.
13. Be able to work with auditors and perform all tasks that they request year to year.
14. Assist the AP Supervisor with IRS Form 1099 filing at year end.
15. Go to annual IRS Form 1099 training each year
16. Research IRS Tribal sales tax developments.
17. Prepare documents for archiving year-to-year.
18. Research and route copy of fixed assets purchases to Asset and Collection.
19. Review and reconcile all monthly statements from vendors.
20. Ability to provide training for AP Clerk I and II and Accounting Specialist/Receptionist
21. Other duties as assigned

### **MINIMUM QUALIFICATIONS:**

- Must have High School Diploma or G.E.D.
- Must have 5 years Accounting Payable processing and reconciliation experience.

- Must have 5 years experience utilizing the Accufund accounting software, EXCEL, Word and Outlook.
- Associate Degree in Accounting, *preferred*.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Position requires a high degree of accuracy, good organizational skills and the ability to maintain detailed, accessible back up information.
- Ten key operation with speed and accuracy.
- Excellent communication skills both oral and written.
- Excellent customer service skills.
- Ability to work independently with little supervision.
- Ability to work with all departments.
- Ability to maintain strict confidentiality at all times.

**REQUIREMENTS:**

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- Position requires extensive Criminal Background Check.
- Willing to attend training and formal classes.
- Must be bondable.

**TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail [libchr@lummi-nsn.gov](mailto:libchr@lummi-nsn.gov) For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.