



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 Supervisor

OPEN: January 11, 2022

EXEMPT: No

SALARY: (10) \$28.85-\$32.32/hr. DOE

SHIFT: Day

LOCATION: LIBC Admin. Building

DURATION: Regular Full-Time

CLOSES: January 17, 2022

JOB CODE:

DIVISION: Finance

DEPARTMENT: Accounting

SUPERVISOR: Controller

VACANCIES: 1

JOB SUMMARY: Under the administrative direction of the Controller, the Accounts Payable Supervisor directs and supervises the function of the Accounts Payable Department for the Lummi Indian Business Council. The Accounts Payable Supervisor will develop and implement operating procedures and recommend procedures to improve department effectiveness and internal control.

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

1. Supervise, provide training, and give direction to Accounts Payable staff.
2. Ensure that Accounts Payable staff are receiving and paying vendor invoices accurately and timely.
3. Review all A/P payments for accuracy and allow-ability per LIBC Policies, and print and process vendor checks.
4. Receive, review, and Process VISA one upload requests.
5. Process EFT requests.
6. Support staff when there is a dispute with vendor.
7. Manage the Accounts Payable monthly and yearly close.
8. Assists with internal, external, and governmental audits.
9. Maintain procedures manual for relevant A/P responsibilities.
10. Provide leadership and mentor all Accounts Payable staff to ensure that Accounts Payable is operating in a professionally and efficiently.
11. Oversee the processing of all 1099 vendors and submit the 1099 report to the IRS timely.
12. Other duties as assigned by the Controller or designee.

MINIMUM QUALIFICATIONS:

- Bachelor Degree in Business Administration, or similar with Accounting concentration or equivalent of 8 years of accounting experience in Fund Accounting with Tribal Organizations.
- Must have 5 years experience operating AccuFund financial software accounting system or similar .
- Must have 5 years work experience in Accounts Payable Processing.

- Must have 5 years experience in Word, Excel, and Outlook.
- 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:

- Good communication skill both oral and written.
- Ability to maintain strict confidentiality at all times.
- Have ability to work in a team environment as well as with all departments and agencies inside and outside the organization.
- Ten key operation with speed and accuracy.

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.
- This position requires a criminal background check.
- Must be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date.

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 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.