



POSITION DESCRIPTION

Position Title	Accounts Payable Clerk
Department	Finance
Reports To	CFO

Job Grade	D	Schedule: Full-Time
Effective Date	August 2019	Benefitted

Position Summary

Responsible for ensuring vendors are paid accurately in a timely manner. All duties and responsibilities will be performed in accordance with the Yellowhawk Mission and Vision statements.

Essential Duties:

Processes check requests and handles check disbursements.

Prepares all assigned correspondence, reports, and other forms of correspondence dealing with payments for supplies and services for the Clinic.

Works with Receiving Department to verify that items received are as ordered and in proper quantity. Ensures correct and accurate documentation in conformity with Clinic policies and procedures prior to issuance of checks.

Checks invoices for mathematical accuracy and validity. Prepares Finance Department documentation for proper authorization of checks.

Ensures payments to vendors are made in a timely manner and adequate cash is available at time of payment.

Calculates travel advances as per YTHC travel policies and reconciles expense reports with advance documentation after travel is completed.

Reconciles subsidiary accounts payable ledger with general ledger on a monthly basis.

Audits PO bucket monthly to ensure all expected invoices have arrived and been processed.

Maintains accounts payable files in a current and orderly manner. Provides information to vendors and staff as necessary.

Other Duties:

Other duties as assigned.

Knowledge, Skills and Abilities:

Attention to detail is essential.

Ability to reconcile numbers with great accuracy.

Time management skills and the ability to handle a large workload are important.

Typical Physical Demands:

Requires prolonged sitting, some bending, stooping and stretching. Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator and other office equipment. Requires normal range of hearing and eyesight to record, prepare and communicate appropriate reports.

Typical Working Conditions:

Normal office environment. Occasional evening or weekend work may be required.

Other Aspects of the Position:

Requires occasional weekend and/or evening work.

May require travel for training and meetings.

Represents Yellowhawk with a respected and viable presence in the community.

Minimum Qualifications:

High school diploma or equivalency required.

Associate's degree in Business, Accounting, or Finance; or

Four years of full-time Accounts Payable experience in a professional office.

Must possess a valid driver's license and maintain insurance requirements to operate General Services Administration vehicles.

Must submit to and pass a reference and criminal background check.

Must submit to and pass a pre-employment drug and alcohol screening.

Preferred Qualifications:

Bachelor's degree in Business, Accounting, Finance or related field preferred.

Yellowhawk gives preference to applicants in the following order:

- CTUIR-enrolled Tribal members
- Other federally-recognized tribal members
- Military personnel who have been honorably discharged
- All other applicants

The success of the Yellowhawk Tribal Health Center delivery of health care services, business operations and reputation are built on the principles of our employees' fair and ethical conduct. Our reputation for integrity and excellence requires careful observance of the terms of the Centers contracts with funding agencies, the Personnel Policies and Procedures Manual, and the spirit of all applicable laws and regulations, as well as the adherence of the Yellowhawk employees to the highest standards that govern their professions, conduct, performance and personal integrity.

Approved by:

Date

I acknowledge that I have read and understand the duties and responsibilities of this position description.

Signature

Date