



## POSITION DESCRIPTION

**POSITION TITLE** Accounts Payable Clerk

**OPENING DATE** 5/18/2020

**CLOSING DATE** 5/26/2020

**DEPARTMENT** Finance

**LOCATION** Yellowhawk Tribal Health Center

**SUPERVISED BY** Chief Financial Officer

**SALARY** \$31,357 - \$46,951 annual Grade: D

**STATUS** Full Time; Non-Exempt

### MINIMUM QUALIFICATIONS

1. High school diploma or equivalency required AND
2. Two years of full-time office experience. OR
3. Associate's degree in Business, Accounting, or Finance.
4. Must possess a valid driver's license and maintain insurance requirements to operate General Services Administration vehicles.
5. Must submit to and pass a reference and criminal background check.
6. Must submit to and pass a pre-employment drug and alcohol screening.

### Preferred Qualifications:

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

### DESCRIPTION [Job 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 Job Functions:

1. Processes check requests and handles check disbursements.
2. Prepares all assigned correspondence, reports, and other forms of correspondence dealing with payments for supplies and services for the Clinic.
3. 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.

4. Checks invoices for mathematical accuracy and validity. Prepares Finance Department documentation for proper authorization of checks.
5. Ensures payments to vendors are made in a timely manner and adequate cash is available at time of payment.
6. Calculates travel advances as per YTHC travel policies and reconciles expense reports with advance documentation after travel is completed.
7. Reconciles subsidiary accounts payable ledger with general ledger on a monthly basis.
8. Audits PO bucket monthly to ensure all expected invoices have arrived and been processed.
9. Maintains accounts payable files in a current and orderly manner. Provides information to vendors and staff as necessary.

### 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.

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## NOTICE TO APPLICANTS

### Application Deadline

Complete Yellowhawk employment application packets will be accepted until 4:00 p.m., on the posted closing date as found on Page 1 of this announcement, or postmarked on that date. Only those employment application packets which are complete, with all additional required information, as found in the “required employment application packet material” below will be considered. Employment application packets received after the deadline will not be considered.

### Required Employment Application Material

Applicants will be required to submit a complete job application packet for each position they desire to apply for. A complete job application packet will include:

1. Completed employment application.
2. Cover letter – explaining your qualifications and experience relevant to the functions of this position.
3. Resume – identifying your qualifications and experiences relevant to the functions of this position.
4. High School Diploma/GED or copy of official college transcripts (if applicable).
5. Preference – appropriate documentation for either Tribal or Indian preference and/or Veteran’s preference.

### Application Submission

Submit Complete Job Application Packets to:

via Mail:  
Yellowhawk Tribal Health Center  
attn: Human Resources/HR Recruiter  
46314 Timine Way  
Pendleton, OR 97801

**OR**

via E-mail:  
[hrrecruiter@yellowhawk.org](mailto:hrrecruiter@yellowhawk.org)

#### **APPLICANT REVIEW AND ACKNOWLEDGEMENT**

I acknowledge that I have read and understand the duties, responsibilities and requirements of the position for which I am applying.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date