

ROBINSON RANCHERIA CITIZENS BUSINESS COUNCIL (RRCBC) JOB DESCRIPTION
Accounts Payable Clerk

Job Title:	Accounts Payable Clerk	Department:	Fiscal
FSLA Status:	Non-Exempt	Location:	Tribal Office
Reports to:	Chief Fiscal Officer	Full time	
Salary Range	DOE	Date approved by RRCBC	

POSITION SUMMARY:

Under the direction of the Chief Financial Officer, you will be responsible for sound application of accounting principles in Accounts Payable.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ensures all invoices are paid in a timely manner.
- Responds to and resolves payment inquiries from internal and external clients.
- Ensures accounting activities in assigned area to comply with Financial Policies and Procedures and adhere to accepted accounting standards.
- Develop, document, maintain accounts payable policies and procedures including procedures for Travel.
- Maintain internal controls to ensure vendor setups and payments are processed within company policies and procedures.
- Responsible for maintaining accounts payable/vendors payable files.
- Duties as assigned

ABILITIES:

- Excellent written and verbal communication skills.
- Knowledge of finance and accounting system
- Ability to understand finance policies, procedures and implement them
- Organizational skills.
- Detail oriented.
- Multi-Tasking and time management skills.
- Knowledge of Microsoft Office (Word, excel, PowerPoint).
- Excellent customer service.
- Respect for all Tribal Members, Tribal Officials, Supervisors and Co-Workers.
- Presentation and effective training skills.
- The individual must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds.
- Possess a basic knowledge of RRCBC custom and tradition.
- Possess a basic knowledge of surrounding Native American tribe custom and traditions.

MINIMUM QUALIFICATION AND EXPERIENCE:

- Must have a High School Diploma
- AA or AS degree from accredited college with a major in Accounting or Business Administration or,