



TOIYABE INDIAN HEALTH PROJECT OFFICIAL POSITION DESCRIPTION

ACCOUNTS PAYABLE CLERK

Program: **Fiscal**

Salary: **\$38,556 - 51,931**

Supervisor: **Controller**

Salary Range: **5**

FLSA Status: Exempt Non-Exempt

Position Type: **Regular Full-Time**

TIHP Board Approved: 3/04/2022

POSITION DESCRIPTION

Performs clerical level accounting and financial record keeping activities involved in the preparation, processing and maintenance of the TIHP's accounts payable; prepare and maintain appropriate accounts involving posting and balancing, related general ledger work and other duties as assigned.

Process and file accounts payable invoices and checks, assist with monthly processing of general ledger journal entries, make all travel arrangements, make weekly deposits, and provide support to finance department as needed.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Audits invoices against purchase orders and demands, initiated on an organization basis; verifies encumbrances, research discrepancies, prepare payment requests, verify account numbers and payee.
- Research and answer vendor, employee and department questions regarding the status of accounts and payments.
- Respond to questions from departments regarding account numbers, balances and correction of posting errors.
- Timely accounts payable inputs, processing, research and review in accordance with fiscal policies.
- Familiarity with the accounts utilized to provide an adequate basis for reviewing the coding of invoices and bring any deficiencies to the attention of the appropriate personnel.
- Prepare an accounts payable listing at closing each month, check agreement to the accounts payable account on the trial balance and then provide a copy to the appropriate staff accountant for inclusion in the monthly entity files.
- Accurately file accounts payable and general accounting records and documents.
- Preparation and updating of all necessary audit information files, and providing any required assistance during the interim and final audit.

- Prepare and mail Form 1099 for all vendors on an annual basis at year end. Prepare and file Forms 1096 and 1099 for IRS and State.
- Related duties as assigned.

REQUIRED EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:

- High School Diploma or equivalent.
- AA Degree in Accounting or Business Administration and/or at least 2 years of demonstrated experience in Accounts Payable.
- Experience handling a high volume of payables with strong accuracy.
- General accounting principles including, account reconciliation and journal entry preparation.
- Coding and handling of accounts payable 1099 forms. Bank account management preferred
- Must be sensitive and possess an awareness and keen appreciation of Indian traditions, customs, and socioeconomic needs of the Indian community.
- Operate ten key by touch. Perform data entry for extended periods of time.
- Cardiopulmonary resuscitation (CPR) certified or obtain within three months of hire.

PREFERRED EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:

- Bi-Lingual/Spanish Speaking
- Additional specialized training and/or college level coursework in accounting or a related field.

ALL TIHP EMPLOYEES ARE EXPECTED TO:

- Provide the highest possible level of service to clients.
- Promote teamwork and cooperative effort among employees.
- Abide by all immunization and infection control policies.
- Maintain safe practices.
- Abide by the current and future TIHP Policies and Procedures, as they may from time to time be updated.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Sitting / Mobility: Approximately 80% of time is spent working at a desk. Balance of time (approximately 20%) is spent moving around work areas. Communication: Ability to effectively communicate with co-workers, patients, members of outside agencies, in person, by telephone, and by email. Vision: Ability to effectively use a computer screen and interpret printed materials, memos, and other appropriate paperwork. Lifting / Carrying: Ability to occasionally lift and/or move objects weighing no more than 25 pounds. Stooping / Kneeling: Ability to access files/stock supplies in low cabinets and shelves. Reaching / Handling: Ability to input information into computer systems and retrieve and work with appropriate paperwork, equipment, and supplies. Use of standard office equipment, including computer, telephone, calculator, copiers, and fax. Work is performed in an office/clinic environment; continuous contact with other staff and the public.

EMPLOYMENT INFORMATION

INDIAN PREFERENCE: Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Toiyabe Indian Health Project, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

EQUAL OPPORTUNITY EMPLOYER: TIHP does not discriminate on the basis of race, color, national original, sex, religious preference, age, handicap, marital status, political preference, genetics or membership or non-membership in any employee organization, except as allowed by Federal and/or Tribal Law.

NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT: TIHP is committed to maintaining a drug free and alcohol free workplace. TIHP believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and success of TIHP.

HIPAA Health Insurance Portability and Accountability: This act was enacted to deal with these main areas with regard to patient information. Uses and Disclosures for Treatment, Payment, and Health Care Operations (45 CFR 164.506) are also covered under this act. HIPAA

- Security of Private Health Information
- Standards of Electronic Transactions
- Privacy of individually identifiable health information
- Ready access to treatment and efficient payment for health care, both of which require use and disclosure of protected health information, are essential to the effective operation of the health care system. In addition, certain health care operations—such as administrative, financial, legal, and quality improvement activities—conducted by or for health care providers and health plans, are essential to support treatment and payment.

DRIVING RECORD: Employees must have a valid Driver License and be insurable under THIP's vehicle insurance program.

BACKGROUND CHECKS: All employees must be able to pass a background check per Toiyabe's Background Check Policy.

Toiyabe Indian Health Project is an At-Will Employer. Either the employee or TIHP can terminate the employment at will, without advance notice, at any time, with or without cause.

EMPLOYEE RECEIPT AND ACKNOWLEDGEMENT

I have received a copy of this approved position description. The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The Board of

Directors reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change. I have discussed any questions I may have about this position description prior to signing this form.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

HR Representative Signature: _____ Date: _____

This acknowledgment will be placed in the employee's personnel file and copy given to employee.