

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

Job Posting Closing Date: 5/22/22

Job Title: Accounts Payable
Specialist

Reports To: Business Manager

Starting Wage: \$22 - \$25/hour

Status: Hourly, Non-exempt

Classification: Full-Time, Regular w/
benefits

Location: Portland, Oregon

Job Summary:

The A/P Specialist works under the supervision and direction of the Business Manager, and is responsible primarily for making payments, accounting, and organizing support documents related to NPAIHB's Accounts Payable, and in accordance with the NPAIHB Finance Manual. Most A/P's are input by our Purchasing agent. The A/P person is responsible for reviewing the A/P's for accuracy before making the payments.

Essential Functions:

1. Responsible for functions related to Accounts Payable

Process Accounts Payable cycle on a regular schedule, completing the payables process within seven working days of receipt of invoices:

- Review purchase orders and invoices for accuracy, approvals, and supporting documents within 5-7 working days of receipt.
- Ensure correct assignment of Cost Centers and GL accounts on purchase orders.
- Process payment of recurring charges within 5-7 business days of due date.
- Issue checks to pay non-recurring bills within two weeks of (earlier if needed to use available discounts or avoid finance charges).
- Prepare checks for signing. Checks are cut twice a week.
- Process EFTs for payment, ensure accuracy and proper GL coding. EFTs are cut twice a week.
- Maintain Accounts Payable records of supporting documentation; complete filing for all payments made by the end of each week.

2. Travel Authorizations, Advances and Reports

- Travel advances and reports are input by the Purchasing agent. The A/P person reviews these the travel invoices for accuracy before a payment is made.
- Must be familiar with travel guidelines, per diem, GSA regulations.
- Adhere to NPAIHB travel policies in processing travel payables.

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3. Other finance department duties

- Provide back-up to payroll when Business Manager is unable to process payroll.
- Work with Fund Accounting Manager as needed to maintain accurate cost centers on all invoices and payments
- Process incoming checks and bank deposits, and code deposits within five business days of receipt.
- Reconcile the Credit card. Ensure supporting documentation is attached to the monthly statements. Provide to the Business manager in a timely manner.
- Maintain payables contract files.
- In late April and continuing through August, set up and maintain vendor and contract files for the Summer Institute, and process payments for vendors and contractors and students in a timely manner, with all payments made by two weeks following the end of the SI sessions.
- Perform other duties as assigned by the Business Manager.

Standards of Conduct:

- Consistently exhibit professional behavior and the high degree of integrity and impartiality appropriate to the responsible and confidential nature of the position.
- Consistently display professional work attire during normal business hours.
- Effectively plan, organize workload, and schedule time to meet workload demands.
- Maintain a clean and well-organized workstation and office environment.
- Exercise judgment and initiative in performance of duties and responsibilities.
- Work in a cooperative manner with all levels of management and with all NPAIHB staff.
- Treat NPAIHB delegates/alternates and Tribal people with dignity and respect and show consideration by communicating effectively.
- Participate willingly in NPAIHB activities.
- Abide by NPAIHB policies, procedures, and structure.
- Research and with the approval of supervisor, attend trainings as needed to improve skills that enhance overall capabilities related to job performance.

Qualifications:

- Bachelor's Degree in Accounting is desired; AA degree or comparable education is

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preferred. Strong work experience will be considered in lieu of a degree.

- Minimum of three years accounts payable accounting experience is required; five years is preferred.
- Minimum of three years of experience with advanced accounting software applications is required; five years is preferred.
- Safe Intacct accounting software experience is preferred.
- Proficiency with computer applications (specifically Word, Excel) is required.
- Working knowledge of the Single Audit Act, OMB A-122 and A-133 is preferred.
- Accuracy and scrupulous attention to detail is required.
- Must have the ability to complete tasks in a timely and accurate manner.
- Must have excellent analytical skills.
- Must have excellent interpersonal skills and ability to work on various tasks during a day, with interruptions.
- Excellent writing skills and grammatical usage is required.

Typical Physical Activity:

Physical Demands: Frequently involves sedentary work: exerting up to 10 pounds of force and/or a negligible amount of force to lift, carry, push, pull or otherwise move objects, including the human body.

Physical Requirements: Constantly requires the ability to receive detailed information through oral communications, and to make fine discrimination in sound. Constantly requires repetitive movement of the wrists, hands and/or fingers. Often requires walking or moving about to accomplish tasks. Occasionally requires standing and/or sitting for sustained periods of time. Occasionally requires ascending or descending stairs or ramps using feet and legs and/or hand and arms. Occasionally requires stooping which entails the use of the lower extremities and back muscles. Infrequently requires crouching.

Typical Environmental Conditions: The worker is frequently subject to inside environmental conditions which provide protection from weather conditions, but not necessarily from temperature changes, and is occasionally subject to outside environmental conditions.

Travel Requirements: Local travel is infrequently required. Overnight travel outside of the area is infrequently required.

Disclaimer: The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and or skills required of all personnel so classified.

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Except as provided by Title 25, U.S.C. § 450e(b), which allows for Indian preference in hiring, the NPAIHB does not discriminate on the basis of race, color, creed, age, sex, national origin, physical handicap, marital status, sexual orientation, politics, membership or non-membership in an employee organization.

Applications can be found online at www.npaihb.org

SEND RESUME AND APPLICATION TO: HR@npaihb.org