



Cow Creek Government Office

Accounts Payable Specialist

Job Code: 1612
Department: Finance
Location: Roseburg, OR
Minimum Hourly: \$22.22

POSITION SUMMARY:

The Accounts Payable Specialist is responsible for providing financial, administrative and clerical services. This includes processing and monitoring payments and expenditures. Providing these services in an effective and efficient manner will ensure that municipal finances are accurate and up to date, and that staff, vendors and suppliers are paid within established time limits.

ESSENTIAL FUNCTIONS:

- Collects, verifies, and distributes invoices, bills, and checks by performing pre-audits to ensure both accuracy and appropriateness prior to payment.
- Maintain Tribal Member payment information. Process Tribal Member distribution payments on a monthly and bi-annual basis.
- Enters invoices and recurring bills to be paid.
- Issues checks for accounts payable.
- Prepare check documentation for audit review annually.
- Maintain paperless filing system.
- Assists AP Supervisor and Accounting Staff with any other duties deemed necessary.

QUALIFICATIONS:

- High school diploma or an equivalent degree required.
- Associate degree in accounting, finance, or related discipline preferred.
- 2 years accounts payable experience preferred.
- Possesses knowledge of general accounting and bookkeeping principles, as well as of any relevant accounting software.
- Ability to effectively communicate with employees and vendors in a friendly and positive manner. This involves listening and providing positive and proactive solutions.
- Ability to work as part of a team and independently, must be a self-starter.
- Ability to work with a high degree of accuracy and efficiency in an organized manner.
- Requires maintenance of confidential information.
- Proficient with Microsoft Excel, Word, and Outlook.