

FORT BELKNAP INDIAN COMMUNITY

Fort Belknap Agency

656 Agency Main St.

Harlem, MT 59526

TITLE: Accounts Payable Clerk

STATUS: Permanent/Full-time

DEPT: Finance

SALARY: Negotiable

SUPERVISION RECEIVED: Works under the general supervision of the Comptroller and Accounts Payable Supervisor.

SUPERVISION EXERCISED: None

NATURE OF WORK: Under general supervision, performs professional clerical tasks related to accounting functions and related work as required or assigned.

TYPICAL DUTIES:

1. Primary responsibility for clerical tasks, including filing, associated with accounts payable
2. Primary responsibility for integrity of accounts payable records and filing system
3. Assist with matching of invoices with purchase documents, as assigned
4. Distributes accounts payable reports, assist with research of records
5. Assist with preparation and organization of audit work papers and files
6. Data entry of all types of information in computerized accounting system and organizes and maintains all of accounts payable records
7. Responsible for maintenance and organization of records for all vendors including W-9 forms and 1099 form information
8. Applies principles of accounting to analyze financial information and prepare accounts payable reports by maintaining filing system for all accounts payable records
9. Provide back up to Accounts Payable Specialists and all other clerical staff within the Accounting Department, as assigned
10. Performs other duties that can be reasonably expected to promote the efficiency of the Accounting Department
11. Assists in other duties as required by the Finance Department

ESSENTIAL KNOWLEDGE, SKILLS & ABILITIES:

Knowledge of:

1. Modern filing and record keeping practices and procedures
2. Automated accounting systems and applicable software applications
3. Modern office practices and procedures
4. Tribal purchasing and accounts payable spreadsheet practices

Skills:

5. Typing and keypad (10-key) entry
6. Using modern word processing and spreadsheet programs

Ability:

7. Interpret a variety of instructions furnished in writing, oral, diagram, or schedule form
8. Establish and maintain effective working relationships with employees and the public
9. Communication effectively

MINIMUM QUALIFICATIONS:

Incumbent must possess a High School Diploma or its equivalency. One (1) year experience in an office automation, with specialized experience in accounting; OR; any combination of academic education, professional training or work experience which demonstrates the ability to perform the duties of this position.

SPECIAL CONDITIONS:

1. Will be subject to and must comply with the Fort Belknap Community Council Substance Abuse Prevention, Drug and Alcohol testing policy, prior to and during employment.
2. Will be expected to maintain certain levels of performance and conform to established personnel policies of the FBCC.
3. Will be subject to a background investigation to include work and criminal history.
4. Must never have been convicted a Felony or a misdemeanor regarding theft, embezzlement or related crime.
5. Must be bondable
6. Must possess a valid State of Montana Driver's License and be eligible for coverage under the Tribal Insurance Master Plan.

IMMIGRATION REFORM AND CONTROL ACT: Requires that all individuals appointed to a position must present proof of employment eligibility. Successful applicants will be asked to produce documentation.