



# Eastern Band of Cherokee Indians

## Job Description

<b>Position ID Number:</b>	531-4200-014	<b>Last Revised:</b>	06/14/2013
<b>Position Title:</b>	Accounts Payable Processor I	<b>Department:</b>	Education and Training
<b>Reports to:</b>	Fiscal Training and Education Supervisor	<b>Division:</b>	Community, Education & Recreation Services

**Primary Function:** Primary functions: Reviews, enters, and processes purchase requisitions and purchase orders for the Education and Training program of the EBCI. Ensures that the data entry process is completed accurately, within established guidelines and time frames; ensures vendors are paid in a timely manner; maintains Cuff Accounts; files purchase orders; works with ImageNow financial system; covers front desk when needed; picks up all internal and external mail for the department; and is responsible for deposit of any accounts receivables at the direction of the Fiscal Supervisor.

- Job Duties and Responsibilities:**
- Processes purchase requisitions as required by the Education & Training department, solicits approval of Education & Training Manager and Accounting Coordinator, composes purchase orders with correct data and ensures that encumbrances and expenditures are correct before receipt by Accounts Payable.
  - Enters all data regarding purchase orders, and enters changes into the computer system as required.
  - Runs edit reports and reviews for accuracy and assists Education Specialists with follow-up through Gems and ImageNow to ensure checks have been issued.
  - Responsible for deposit of Accounts Receivables as directed by or in the absence of the Fiscal Supervisor.
  - Processes and files check copies, and other required reports following established schedules of the Education department.
  - Processes all purchase orders following Policies and Procedures of the Finance Office.
  - Assists auditors, managers, and other employees with information as required.
  - Assists Fiscal Supervisor with reimbursement notices to students and Tribal Finance.
  - Meets/speaks with students when Fiscal Supervisor is unavailable.
  - Attends financial trainings as provided by the EBCI Finance division or others and at the discretion of the Fiscal Supervisor and Education & Training Manager.
  - Performs research and works closely with Accounts Payable regarding vendor questions or problems as necessary.
  - Ensures all W-9 forms are on file and submitted to Finance A/P Department.
  - Maintains all files, records, reports, and logs as required.
  - Performs all duties according to established guidelines and tribal policies.
  - Performs other duties requested by Education Program Manager or Fiscal Training Supervisor.

**Education /Experience:** Two year degree in Accounting, Business, or Computers, and two years data entry in a high-volume environment is required. Approximately six months in this position will be necessary to become proficient in most aspects of the position.

**Job Knowledge:** Must be knowledgeable of policies, procedures and guidelines of the Eastern Band of Cherokee Indians. Knowledge of accounting terminology and procedures for financial management system

is required. Requires the ability to operate a computer, calculator, typewriter and related office equipment. Must be able to read research and interpret computer data related to vendor invoices and purchase order system used by the Tribe. Must be organized able to multitask efficiently. Must be able to maintain and retrieve records, files, and logs. Good communication skills both verbal and written are required. Must have knowledge of full range of office procedures as related to finance & administration. Requires the ability to work independently and as a member of a team. Must possess a valid North Carolina driver's license.

**Contact with Others:**

Internal contacts occur on a regular basis with Fiscal Training and Education Supervisor, Accounting Coordinator and others. External contacts include vendors and external auditors, as well as other tribal entities. The purpose of these contacts is for the exchange of information, and requires tact, courtesy and professional decorum.

**Confidential Data:**

Has access to computer records related to purchase orders, income statements, and other student information which are considered confidential and should not be disclosed. Must adhere to all tribal confidentiality policies and procedures in the dispensation of duties.

**Mental /Visual /Physical Effort:**

Concentration varies depending on the tasks at hand, with close attention to detail required while entering data and verifying accuracy of information. A high level of concentration is required for extended periods of time. Must have visual acuity. Position is subject to frequent interruptions, requiring varied responses. Must be able to perform multiple projects simultaneously. While performing duties, one is required to sit, reach with hands and arms, speak and hear.

**Environment:**

Majority of work is performed in an office setting, with a louder than average noise level.

**Supervision Received:**

Works under the general direction of the Fiscal and Training Supervisor.

**Responsibility for Accuracy:**

Deals with exact and precise figures and totals where accuracy must be maintained. Most errors can be detected through proofing procedures and computer system reports.