



Eastern Band of Cherokee Indians

Job Description

Position ID Number:	989637006	Last Revised:	08/21/2018
Position Title:	Disbursements Processor II	Department:	Accounting
Reports to:	Disbursements Manager	Division:	Finance

Primary Function: Performs a variety of administrative and clerical function in the preparation of Tribal payroll, accounts payable, per capita, per capita loans, and other disbursements made on behalf of the Eastern Band of Cherokee Indians. Ensures that the process is completed accurately and timely to meet internal and external deadline requirements.

- Job Duties and Responsibilities:**
- Interact with internal and external customers / clients in a polite and professional manner.
 - Responsible for intake of all per capita loan applications. Maintains and updates files, databases, records, and/or other documents for recurring internal reports.
 - Processes the applications received, verifying the accuracy, completeness, and all required signatures are present. Following up on any missing information.
 - Serves as the initial point of contact for the per capita loan program.
 - Responsible for verifying eligibility amounts for each per capita loan application.
 - Responsible for the preparation and submission of per capita loan reports for issuing checks and garnishments.
 - Assists in the verification, issuance, and distribution of all per capita loan checks, and other disbursements as assigned by the Disbursements Manager.
 - Enters and reviews payroll and accounts payable information for additions, terminations, and changes. Reviewing all payroll and accounts payable data for completeness, accuracy and the presence of all required approvals.
 - Performs data entry functions related to payroll and accounts payable functions.
 - Performs the preparation of payroll, accounts payable, and other disbursement functions including the preparation of information, review, and reconciliation for accuracy, and the preparation of applicable reports.
 - Process, print checks, and maintain secure check stock and signature keys.
 - Assist programs with any invoice/payroll inquiries and research vendor inquiries within a timely manner.
 - Responsible for various accounts payable and payroll functions including supporting the preparation of tax documents related to the disbursements to employees, enrolled members, and authorized vendors, processing invoices, timesheets, and all payment related functions, including the voiding of checks in the finance software and 1099 function.
 - Maintains accurate and detailed information, logs, files and reports of all made in accordance with Tribal policy and procedure, State and Federal law, rules and regulations as directed by the Disbursements Manager.
 - Provides the highest levels of service to employees, enrolled members, and authorized vendors in providing assistance and answering related questions or resolving issues.
 - Performs duties as assigned by the Disbursements Manager.
 - Maintains all files, records, reports and logs as required.
 - Performs all duties in accordance with Tribal policies and guidelines.

Education /Experience:	<ul style="list-style-type: none"> ➤ An Associate's degree in Finance, Accounting or related field required. ➤ Minimum of 6 years of related work/educational experience in finance or accounting including Payroll functions is required. ➤ Must be an active public notary in the state of North Carolina. ➤ Valid NC Driver's License required.
Job Knowledge:	<p>Incumbent must have a thorough knowledge of policies, procedures, guidelines, and best practices in disbursement functions, especially as applicable and required by the Eastern Band of Cherokee Indians. A working knowledge of disbursement processes, terminology, and related State and Federal law is required. Knowledge of external regulations and reporting requirements is mandatory. Incumbent must be able to operate specific Financial Software, a computer, calculator and related office equipment. Incumbent must be able to read, perform research, and interpret reports and financial data related to payroll, accounts payable and per capita/per capita loans, taxes, and other specific disbursements related functions. Incumbent must possess strong organizational skills with the ability to prepare and maintain detailed files, records, logs and reports. Must be able to communicate effectively, both orally and in writing. Must be able to work individually and as part of a team.</p>
Complexity of Duties:	<p>Data entry experience in a high volume environment subject to frequent interruptions is required. Incumbent must have the ability to work on multiple tasks simultaneously. Deals with a wide range of situations concurrently requiring problem solving, analytical, and creative thinking skills. Must be able to analyze and interpret data and apply to appropriate reports. Candidate must be able to effectively manage time and prioritize projects in order to meet established deadlines.</p>
Contact with Others:	<p>This position requires effective and professional communication with employees and management at all levels, as well as with enrolled members and authorized vendors at all times. Tact, decorum, and professional etiquette are required in the exchange of information.</p>
Confidential Data:	<p>This position will have access to confidential data and information, including the financial information of the Eastern Band of Cherokee Indians and personal information of employees, enrolled members and authorized vendors. All information must be kept in the strictest of confidence. The unauthorized release of internal data would not permit the Disbursements Processor to perform their duties effectively.</p>
Mental /Visual /Physical Effort:	<p>Close concentration and attention to detail are required in this position for sustained periods of time. This position will be subject to frequent interruptions requiring varying degrees of response. This position must be able to perform all functions accurately and timely to meet both internal and external deadlines. Duties will routinely require standing, walking, lifting, sitting, kneeling, reaching, speaking, seeing and hearing. Must be able to lift 25 pounds and carry 5 pounds on a repetitive basis.</p>
Environment:	<p>Works in a busy office environment which involves constant interaction with employees and management. Work entails frequent brief exposure to the outside environment and occasional travel.</p>
Responsibility for Accuracy:	<p>This position deals with exact and precise figures/data. Most errors should be detected within the accounting systems and review procedures. Undetected errors could range from minor to significant in impact. Errors could cause internal and external delays having unintended consequences for employees, enrolled members and authorized vendors, therefore accuracy is an essential function of the Disbursements section.</p>