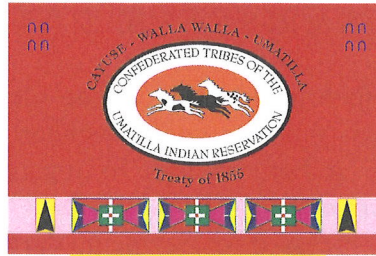


**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 TIMÍNE WAY, PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060**



READVERTISED

POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Accounts Payable Clerk

SALARY: Pay Range: 6
\$38,085.96 to \$53,833.44 Annual
DOE/DOQ

DEPARTMENT: Department of Administration, Office of Finance

LOCATION: Position located at Nixyáawii Governance Center, Mission, Oregon
Confederated Tribes of the Umatilla Indian Reservation

EMPLOYMENT STATUS: Full Time with benefits package
Non-Exempt
Background check required

SUPERVISED BY: Accounts Payable Supervisor

OPENING DATE: July 24, 2024

CLOSING DATE: August 16, 2024

CTUIR MISSION STATEMENT

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855; to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

GENERAL STATEMENT OF DUTIES

The Accounts Payable Clerk provides clerical support necessary to pay the obligations of the Confederated Tribes of the Umatilla Indian Reservation. This person will be responsible for a group of vendors for which he or she will verify payment has not already been made and process payment in a timely and accurate manner. This person will research vendor statements to ensure payments have not been missed. The individual will be

working with all funding sources of the Tribe. The individual must be familiar with clerical practices, office procedures and automated equipment. Job duties are performed with reasonable speed and a high degree of accuracy.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Ensures that vendors are not paid until their tax id number is on file for IRS 1099 reporting requirements.
2. Receives and organizes statements from vendors; checks vendor files for payment of any invoices listed outstanding and notifies departments and/or vendors in regard to any old outstanding invoices for verification of unpaid, lost or billed invoices.
3. Assembles invoices into batches to be processed for payment. Verifies that payment has not been made then confirms addresses, dollar amounts, tax information and calculates discounts when applicable before processing payment. Reviews invoices and requisitions for satisfactory payment approval.
4. Makes calls to vendors to clarify any questions regarding invoice items, price, or receiving signature; calls department for proper approval information and/or data regarding invoice payments.
5. Answers any questions from departments or vendors via telephone and/or email in a courteous and professional manner.
6. Verifies proper calculation and coding for travel advance and expense forms.
7. Scan and file all copies in official vendor files according to fiscal year. Checks files periodically for errors.
8. Will be cross trained to provide back-up for other staff positions within the Office of Finance.
9. Other duties assigned related to providing support for the Office of Finance.

SUPERVISORY AUTHORITY: none

SIGNATORY AUTHORITY: none

ACCESS TO SENSITIVE AREAS: Will have access to all sensitive areas of the department and program containing sensitive documentation and material such as Purchasing, Accounts Payable, and Accounts Receivable.

REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)

1. Education and Experience:
Preference will be given to the applicant possessing an Associate's Degree or higher in Accounting, Business, or Mathematics related field.

OR

High school diploma or equivalent AND two (2) years or more work experience with bookkeeping or accounting as a primary function.
2. Intermediate or higher working knowledge with Microsoft Excel, Word and Outlook. Knowledge of computers and other office technological equipment must be kept current by attending trainings as directed by supervisor.
3. Must have math skills to perform detailed and accurate accounting calculations.
4. Individual must have and demonstrate a significant degree of accuracy, timeliness of work projects and attention to detail.
5. Must have strong interpersonal and communication skills, including the ability to communicate effectively, orally and in writing, through concise reports, memoranda, emails and letters. Must possess and demonstrate good writing, spelling, proofing, grammar and punctuation skills.
6. Must be able to follow detailed verbal and written instruction and carry out assigned duties and projects in an efficient and timely manner. These assignments should be completed with minimal supervision and while handling multiple projects.

7. Must have the ability to greet the public and handle difficult situations on the phone and in person in a professional, courteous manner.
8. Ability to prepare routine and special financial reports and other records in a systematic, neat and legible manner.
9. Ability to establish and maintain effective working relationships with co-workers, a variety of Tribal employees and officials.
10. Must practice strict confidentiality at all times.
11. Must be able to operate and maintain office machines (copiers, printers, scanners, etc.).
12. Must be willing to receive additional training or be cross trained in other Office of Finance positions.
13. Must have a demonstrated history of good attendance and punctuality.
14. Must have a valid driver's license and must be insurable. The Applicant may be required to drive a Tribal GSA vehicle to perform job duties.
15. Must be able to pass general filing, typing and math skills testing.

PHYSICAL DEMANDS:

1. Ability to use standard computer programming such as Microsoft Office (Word, Excel, PowerPoint, Outlook).
2. Ability to stand and walk around for long periods of time.
3. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
4. Ability to lift up to 40 lbs.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source and shall apply to all classes of positions referenced in §3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicants who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until 4:00 P.M., on the posted closing date as found on Page 1 of this announcement or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR's Supplemental Application Form if applicable.
5. High School Diploma/GED or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veteran's preference: Must provide proof of honorable service and discharge or completed Form DD214.

APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation
Office of Human Resources

Staffing and Onboarding
46411 Timine Way
Pendleton, OR. 97801
Phone: (541) 276-3570 or Fax: (541)276-9060

To be considered, application package must be post marked by the closing date.



Approved: Patricia Farrow, Sr. Staffing and Recruitment Specialist

07/24/2024

Date

Applicant Review and Acknowledgement

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

Applicant Signature

Date

