



JOB ANNOUNCEMENT

JOB TITLE: Accounts Payable Specialist
DEPARTMENT: Accounting
SUPERVISOR: Accounts Payable Manager
HOURS & CLASSIFICATION: Full time, Non-Exempt
PAY RANGE: Depends on Qualifications, DOQ
FILING DEADLINE: Open until filled

GENERAL DESCRIPTION (summary may not include all duties):

The Accounting Assistant provides critical support to the Accounts Payable Manager and as needed support to the Finance Department. This position shall primarily focus on the accurate and timely processing of Accounts Payable. This role ensures all expenditures are coded using the Tribal General Ledger (GL) codes that are available and internal control policies. Additionally, the Assistant supports credit card reconciliations, audit preparation, and provides cross-functional backup for the Housing Department.

APPLICATION INSTRUCTIONS:

Please submit letter of interest, resume, and tribal employment application to hr@upperskagit.com with the subject line “**Accounts Payable Specialist**”, or mail “Attn: HR Recruiter” at Upper Skagit Indian Tribe, 25944 Community Plaza Way, Sedro-Woolley, WA 98284, or hand-deliver to reception at the above address, Monday-Friday, 8 am – 4:30 pm. Applications can be downloaded from the Tribe’s website: <https://upperskagittribe-nsn.gov/content/Employment-Application-USIT-fillable.pdf>.

Applicant must meet minimum qualifications to be considered.

MINIMUM QUALIFICATIONS:

1. Associate’s degree in Accounting or related field with 3+ years comparable accounts payable experience
2. Demonstrate strong organizational, analytical, and problem-solving skills
3. Must be knowledgeable about Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS)
4. Must have experience implementing the procurement compliance requirements of the OMB Uniform Guidance (2 CFR Part 200). Must be familiar with Federal and State grant and contract financial requirements.
5. Must have experience with AccuFund or other governmental fund accounting software systems. Previous experience working with Tribal Government is strongly preferred
6. Must be able to communicate information verbally and in written form in a clear, concise, accurate and professional manner.

7. Must be able to successfully resolve conflicts in the conduct of work activities with coworkers and stakeholders.
8. Must have a valid unrestricted Washington State Driver's License and be insurable under the Tribe's motor vehicle insurance policy.
9. Must be able to maintain confidentiality of information and be willing to sign a confidentiality/non-disclosure agreement.
10. Must pass a background check including a criminal background check.
11. Must pass a pre-employment drug test and comply with the Tribe's Substance Abuse Policy including random drug screening.

The Upper Skagit Indian Tribe has the right to change this description at any time. This position is subject to the Preference Policy of the Upper Skagit Indian Tribe. The statements contained herein provided general details as necessary to describe the principal function of the job, the level of knowledge, and skill typically required, and the scope of responsibility. However, these should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned including work in functional equivalent areas to cover absences or relief, to equalize peak work periods, or otherwise balance the work load. This is an at-will position.