



TULE RIVER INDIAN HEALTH CENTER, INC. (TRIHCI)

PO BOX 768 • PORTERVILLE, CALIFORNIA 93258

PHONE: (559) 784-2316 • FAX: (559) 791-2585

INTERNAL & EXTERNAL JOB POSTING

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| POSITION: | TEMPORARY A/P CLERK |
| POSTING DATE: | February 21, 2020 |
| CLOSING DATE: | OPEN UNTIL FILLED |
| NUMBER OF OPENINGS: | 1 |
| RATE: | \$16.00/hour |
| STATUS: | Temporary, Non-Exempt |
| IN ORDER TO BE CONSIDERED FOR THE OPEN POSITION, A COMPLETED APPLICATION MUST BE SUBMITTED BY THE CLOSING DATE STATED ABOVE. | |
| TO OBTAIN A COPY OF THE JOB DESCRIPTION AND JOB APPLICATION, PLEASE VISIT WWW.TRIHCI.ORG | |
| PLEASE SEND COMPLETED APPLICATIONS TO HUMAN.RESOURCES@CRIHB.ORG | |
| IN ACCORDANCE WITH INDIAN PREFERENCE STATUTES DEFINED IN USC TITLE 25, SECTION 472, PREFERENCE IN FILLING VACANCIES AT TRIHCI WILL BE GIVEN TO QUALIFIED INDIAN CANDIDATES WHO SUCCESSFULLY VERIFY THEIR ELIGIBILITY (BIA FORM 4432, A CERTIFICATE OF INDIAN BLOOD, OR OTHER DOCUMENTATION MAY BE REQUIRED). WITHIN THE SCOPE OF INDIAN PREFERENCE LAWS, TRIHCI DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, OR ANY OTHER CHARACTERISTIC PROTECTED BY LAW IN MAKING EMPLOYMENT DECISIONS OR PROVIDING SERVICES. | |



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PHONE: (559) 784-2316 • FAX: (559) 781-6514

POSITION DESCRIPTION
ACCOUNTS PAYABLE TECHNICIAN

Reports To: Chief Financial Officer
FLSA Status: Non-Exempt
Approved By: Board of Directors

Prepared By: Human Resources
Salary Grade: 5-6
Approval Date: 5/7/2014

Position Summary:

Under the direction of the Chief Financial Officer, the A/P Technician will be responsible for all activities in both the accounts payable and the payroll function. They will assure accurate and timely tabulations of employee hours, wages and maintain accurate records of payroll and all employee leave time in accordance with TRIHCI policies. They will assure the timely payment of vendor invoices and expense vouchers and maintain accurate records. The A/P Technician must be able to communicate well and be able to establish rapport with patients and their families. He/she must be sensitive to the needs of the Indian community; its cultures, traditions, behavior patterns, and background. The A/P Technician must be familiar with the goals and objectives of the Health Center, also maintains genuine enthusiasm for the success of TRIHCI's health programs and consequently exercises a strong sense of stewardship in developing and maintaining community relations.

Essential Duties and Responsibilities:

- a) Match requisition forms, purchase orders, and receiving reports to invoices;
- b) Check invoices for accuracy;
- c) Prepare A/P Authorization for Payment forms for approval checking to insure proper account coding for funds, department and proper general ledger account;
- d) Calculate and prepare checks for outstanding invoices; insuring all discounts are properly utilized.
- e) Monitors payments on wage garnishments, housing and child support payments;
- f) Insures proper vendor information is maintained for year end 1099's;
- g) Prepares and issues IRS form 1099 in accordance with IRS guidelines;
- h) Assists in preparing documents for annual audits and any grant audits;
- i) Provides departments information on their expenditures and makes corrections where necessary;
- j) Collects employee time cards and any leave request forms insuring that the employee has the time available;
- k) Compiles and verifies employee regular and overtime hours;
- l) Enter hours into the payroll system and runs the Register Prior to Processing report for approval of the Chief Financial Officer;
- m) Submits payroll for processing;
- n) Distributes paychecks to Department Heads in accordance with TRIHCI policies;
- o) Monitors status of accrued vacation and sick leave;
- p) Insure the all year end payroll reports are prepared and distributed in accordance with IRS regulations;

Additional Responsibilities may include:

- a) Participate in all required staff meetings including any necessary trainings.
- b) Perform general office duties or other responsibilities as needed and assigned.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed here are representative of the knowledge, skills, and/or abilities required. In accordance with the Americans with Disabilities Act (ADA), reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Knowledge, Skills, and Abilities

- 1) Must have good communication skills, be able to effectively communicate with diverse populations, and be willing to convey responsibilities to patients.
- 2) Demonstrate the ability to work independently in carrying out assignments while remaining reliable and dependable.
- 3) Demonstrate professional competency in office abilities, including the maintenance of confidentiality.
- 4) Possess basic computer and database software operation knowledge, and demonstrate a working knowledge of routine office hardware and equipment (e.g. printers, copiers, fax machines, etc.).
- 5) Must demonstrate the ability to maintain accurate records and preparing clear and accurate reports for informational, auditing, and operational use, including capacities for attention to detail and for reviewing and verifying accuracy of data.
- 6) Possess the ability to organize and follow one's own work schedule (i.e. setting priorities, being available during work hours, and meeting critical deadlines).
- 7) Possess the ability to perform well in group problem-solving situations and use reason even when dealing with highly emotional topics.
- 8) Possess the ability to become knowledgeable of health needs and services provided to the Indian community both on and near the reservation.
- 9) Demonstrate the competency and integrity to maintain the confidentiality of organizational, employee, and client records.
- 10) Possess the ability to deliver effective training and presentations on technical subjects to large and/or small groups of various educational and cultural backgrounds.
- 11) Possess knowledge of federal, state and local laws and regulations governing record keeping
- 12) Must know 10-key by touch, able to type 45 wpm with minimal errors with a typing certificate affirming typing speed that is less than 90 days old.

Education and/or Experience

- 1) A high school diploma or equivalency is required for this position.
- 2) One year of general clerical bookkeeping experience, OR completion of an approved full charge bookkeeper program, OR other bookkeeping-office support program from an accredited business/community college or adult school.

Certificates, Licenses, Registrations

A current California driver's license and a good driving record are required for this position.

Preferred Qualifications and Contingencies

TRIHCI maintains a drug- and alcohol-free workplace, and all offers of employment are contingent on the successful completion of a criminal background check, a post-offer drug test and physical, and verification of each candidate's right to work in the United States.

Physical Work Environment: *The description provided here is representative of those conditions in which the Accounts Payable Technician will be required to perform the essential functions of this position. As stated earlier, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

While performing the duties of this position, the Accounts Payable Technician is situated in a standard office environment within the health center, where there is little or no exposure to variations in the weather or other similar elements. The Accounts Payable Technician will move throughout the health center to meet with supervisors and co-workers but maintains no-direct patient/client contact. Consequently, the Accounts Payable Technician must:

1. Possess the mobility to work in a standard office setting (i.e. walk, stand, or sit for extended periods of time);
2. Posses the ability to use standard office equipment to write, type, copy, fax, or perform other duties;
3. Possess the strength to lift and carry supplies weighing up to 15 lbs repeatedly and up to 45 lbs intermittently;
4. Possess the visual acuity to read printed materials and a computer screen; and
5. Demonstrate hearing and speech capabilities that allow him/her to communicate in person and over the telephone as required,

The clinical setting at TRIHCI is categorized by OSHA as a Blood-borne Pathogen Category I facility. Consequently, there exists the potential for exposure to blood, body fluid/tissue, and infectious wastes. There also exists the potential for exposure to chemicals, biologicals, toxicants, and irradiants found on-site.

Disclaimer:

This position description lists the major duties and requirements for the Accounts Payable Technician position as established by subject-matter experts and the Human Resources Manager at the time of this document's creation. This position may require additional performance of duties and responsibilities beyond those outlined in this document, and thus may require additional sets of knowledge, skills, and abilities not fully articulated herein.

Employee Affirmation:

I have thoroughly read the attached position description for the position of Accounts Payable Technician. Any verbal explanations that I have requested concerning the information in this position description have been provided me to my satisfaction. I subsequently affirm that I am qualified to occupy this position with TRIHCI and I agree to perform the duties and responsibilities outlined therein.

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| Employee Name (Print) |
| Employee Signature |
| Date |