



**The Klamath Tribes**  
501 Chiloquin Blvd/P.O. Box 436  
Chiloquin, Oregon 97624

Phone: (541) 783-2219  
HR Fax: (541) 783-2836

EXEMPT \_\_\_\_\_  
NON-EXEMPT X

OPEN: 03/13/24  
CLOSE: Until  
Filled

**POSITION DESCRIPTION**

**POSITION:** ACCOUNTS PAYABLE TECHNICIAN I

**RESPONSIBLE TO:** Fiscal Comptroller

**SALARY:** Step Range: 13-28 Full Benefits  
Salary Range: \$39,294- \$61,219  
Hourly Range: \$18.89- \$29.43

**CLASSIFICATION:** Non-Management, Regular, Full-Time

**LOCATION:** The Klamath Tribes  
501 Chiloquin Blvd  
Chiloquin, OR 97624

**BACKGROUND:** Comprehensive Employment & Credit Report

**POSITION OBJECTIVES**

This position is a support position located in the Finance Department. The primary function of this position is to provide day-to-day operations and management in the specialized areas of accounts payable.

**MAJOR DUTIES AND RESPONSIBILITIES**

Perform accounting and clerical tasks related to the efficient maintenance and processing of accounts payable transactions which includes, but is not limited to:

1. Maintain current file of open purchase orders, filed in alphabetical order.
2. Receive and review invoices and monthly billings for date of service and amount due; matching them to the open purchase order, verifying the period of time covered, remaining balance and department name.
3. Receive; review; process Microix AP Vouchers from various departments for miscellaneous

expenditures.

4. Assist in the preparation of payments by entering data into a computerized accounting system entering remittance information which includes account number, purchase order number, date, department name and invoice number.
5. May process invoice/payments for Child Support; TANF; GA and Housing from created and imported CSV files.
6. Print checks and have prepared checks signed by two approved signers, then prepare the checks for mailing or delivery to the appropriate individual in the department.
7. Maintain accounts payable files by batch number; to include invoice, monthly billing, copy of purchase order and copy of check with corresponding A/P transaction report; maintain files for prepaid documents. Transfer batch files annually to Records for retention.
8. Notify departments of any outstanding receipts due. Attach receipts to documents and file when complete.
9. Notify department when purchase order date is expired or remaining balance is not sufficient for payment of invoice.
10. Maintain check copies by number and a file of posted accounts payable transactions.
11. Assist Chief Accountant with Inventory and recording of assets.
12. Assist with research of documents required to complete the Annual Single Audit.
13. Required to understand and follow general accounting procedures which will include maintenance of records of accounts, updating daily transactions, analyzing and classifying transactions, filing, payment of recurring charges, requisitions, and reports
14. Like all employees of the Klamath Tribes, the incumbent will be called upon to accomplish other tasks that may not be directly related to this position, but are integral to the Klamath Tribes' broader functions, including but not limited to, assisting during Tribal sponsored cultural, traditional, or community events that enable the successful operation of programs and practices of The Klamath Tribes as aligned with The Klamath Tribes' Mission Statement. Some of these tasks may be scheduled outside of regular work hours, if necessary.

### **SUPERVISORY CONTROLS**

The Fiscal Comptroller is the immediate supervisor and assigns, monitors, and evaluates the quality of all work.

Assignments are performed according to various established office procedures using set standards. New assignments are provided in detail, as well as changes in current procedures. Major or new issues are referred to supervisor. After initial training, work is performed independently. Work is checked for accuracy, adequacy, and timeliness.

At full performance level of this position, the supervisor will provide general instructions on policy and/or procedure changes and reporting requirements and will set overall objectives and priorities. Employee performs daily assignments independently, resolving normal questions and problems according to established procedures and past experience and precedent. Unusual, new, or complex assignments which require deviation from past experience or precedents are discussed with supervisor; however, employee exercises initiative in researching answers and solving problems.

### **KNOWLEDGE, SKILLS, ABILITIES**

Above average ability to work with numbers and set standards.

Ability to perform the same tasks continuously and work under stress of meeting daily deadlines.

Knowledge of basic accounting terms in order to process transactions and maintain accounts.

Knowledge of the interrelationship of accounts and the effect of transaction on the overall system of ledgers in a computerized accounting system.

Knowledge of Tribal accounting policies, procedures, and regulations in order to ensure that transactions are properly recorded.

Knowledge of the various Tribal account codes used to process transactions, assign appropriate codes, resolve discrepancies, and prepare reports.

Skill in using standard office machines such as 10-key calculator, and typewriter.

Ability to type a minimum of 40 wpm accurately using a computer keyboard. Accuracy is a prime consideration.

Knowledge of and ability to use computer operated accounting system (MIPS).

### **QUALIFICATIONS, EXPERIENCE, EDUCATION**

**Minimum Qualifications:** *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a High School Diploma or Equivalent. *(Must submit copy of diploma or transcripts with application.)*
- **REQUIRED** to have two years of experience in accounting field with an emphasis on accounts payable, property records, and inventory control; with a minimum of two years specialized experience in the areas of Accounts Payable and Property Management. An Associate Degree in accounting may be substituted for specialized experience.
- **REQUIRED** to have experience with use of computer in Fund Accounting, Spreadsheet, and Data Base applications.
- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.
- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.
- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **REQUIRED** to accept responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.

#### **INDIAN PREFERENCE**

- Indian and Tribal Preference will apply, as per policy. *(Must submit tribal documentation with application to qualify for Indian Preference).*

#### **ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

#### **APPLICATION PROCEDURE**

Submit The Klamath Tribes **Application for Employment** with all requirements and supporting documentation to:

**The Klamath Tribes  
ATTN: Human Resource  
P.O. Box 436  
Chiloquin, OR 97624**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.

<b>EMPLOYEE ACKNOWLEDGEMENT:</b>	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
<b>Employee (printed name)</b>	<b>Employee (signature)</b>