



Picayune Rancheria of the Chukchansi Indians

49260 Chapel Hill Drive, PO Box 2226

Oakhurst, CA 93614

(559) 412-5590 – FAX (559) 400-0340

Chukchansi Sovereign Enterprises

POSITION DESCRIPTION – ACCOUNTS PAYABLE CLERK

Reports To: Travel Center General Manager

Department: Chukchansi Sovereign Enterprises

Status: Non-Exempt/Full-Time

Salary: \$25.00 per hour

SUMMARY AND SCOPE:

Under the direction of the Travel Center General Manager, the Accounts Payable Clerk will be responsible for handling our company's bills and managing our accounts payable ledger. You will be tasked with receiving, opening, and logging invoices on the ledger, as well as other duties like bank reconciliation, accounts payable invoices and data entry, and expense report handling.

PRIMARY RESPONSIBILITIES:

- Verify accuracy and completeness of all invoices before payment is requested or made.
- Prepare data input, run checks, backup the data system, maintain accounting files.
- Maintain precise records of all vendor payments
- Monitor tax liabilities and ensure tax liabilities are paid on time
- Responsible for paying and keeping record of all invoices
- Keep track of all company credit card spending, and make payments on credit accounts
- Analyze all accounts on a monthly, quarterly, and annual basis to ensure payment accuracy
- Work collaboratively with various departments to perform accounting audits
- Prepare and mail all required tax documents
- Research and approve new vendors and create new vendor accounts
- Perform other duties as required.

MINIMUM QUALIFICATIONS:

- High School Diploma and one years of accounts payable clerk experience. Prefer Associate and/or Computerized Accounting degree and one year experience working with computerized accounting.
- One year experience in bookkeeping.
- Knowledge of Price & Cost analysis
- Excellent organizational skills. Good oral and written communication skills.
- Knowledge pertaining to invoices and accounts.

- Must have aptitude for detail work and following instructions.
- Proficient in Word, Outlook, and PowerPoint.
- Advanced abilities with Excel.
- Comfortable using a computer for various tasks beyond general accounting.
- Able to handle supervisory responsibility if necessary.
- . Understanding of payments, accounting, and budgeting.
- Ability to handle multiple tasks with ease and flexibility.
- Must be bondable.
- Must have a valid driver license with a clean DMV printout.
- Experience and knowledge using Microsoft and database programs.
- Must be willing to submit to drug and background screening.

APPLICATION PROCESS:

If you are interested in this position, please submit the following:

- Completed Application
- Cover Letter ***and*** Resume
- If claiming Tribal ***or*** Native Preference, please provide proof of valid Identification
- All requested information must be submitted to the Human Resources office by ***4:00PM on the closing date***. Incomplete applications or failure to submit the requested information will result in the disqualification of your application.
- Submit To: PRCI Human Resources P.O. Box 2226 Oakhurst CA, 93644. You may also submit your application and all supporting documents via email: jobs@chukchansi-nsn.gov

PRCI TRIBAL PREFERENCE:

In accordance with applicable Tribal Law, and Title VII of the 1964 Civil Rights Act, the PRCI Administration shall give preference in hiring, promotion, transfer, and lay-off to enrolled members of the Picayune Rancheria of Chukchansi Indians. To qualify for this preference, applicants must submit verification of enrollment in the Tribe. Preference means that Tribal Members who meet the minimum qualifications set forth in the job announcement and position description shall be hired before better qualified non-Tribal Members.

INDIAN PREFERENCE STATEMENT:

Under CFR 25, Part 276 and by Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies provided to qualified PRCI Tribal Members and/or other American Indian/Alaska Native Candidates.

(Employee Signature)

(Date)

(Human Resources Representative Signature)

(Date)