

# Sisseton Wahpeton Oyate

## Job Description

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**Job Title:** Accounts Payable Supervisor

**Reports to:** Chief Financial Officer

### **DUTIES AND RESPONSIBILITIES:**

- Monitors and enforces internal control accounting policies and procedures.
- Provides direct supervision over the SWO accounts payable clerks including: work load distribution; staff training; conflict resolution; employee performance evaluation; hiring; recommendations for personnel actions; and motivates employees to achieve peak productivity and performance.
- Monitor staff breaks to ensure compliance with personnel policies (one fifteen minute break in the morning and one fifteen minute break in the afternoon).
- Exhibits a friendly, helpful and courteous manner when dealing with tribal members, vendors, supervisors, elected officials and subordinates.
- Assists with the task of keeping the Accounting Manual updated.
- Review check requests in Workplace/Microsoft Dynamics.
- Process check requests in Workplace/Microsoft Dynamics in a timely manner in accordance with the SWO Accounting Manual.
- Prepare stop payment orders in accordance with the SWO Accounting Manual.
- Prepare analysis of accounts payable and vendor payments.
- Monitor accounts to ensure payments are up-to-date.
- Assist program managers and the procurement office with resolving invoice discrepancies.
- Vendor file maintenance.
- Correspond with vendors and respond to inquiries.
- Produce monthly reports.
- Responsible for the completion and filing of 1099 information returns in accordance with Internal Revenue Service regulations and the SWO Accounting Manual.
- Assist with yearend closing.
- Immediately reports any known or suspected irregularities including misappropriation of funds/fraud.
- Perform other basic clerical duties associated with accounts payable such as recording of amounts due, verification of invoices, and calculation of discounts.
- Handle incoming mail and calls from vendors regarding payments.
- Post transactions to journals, ledgers and other records.
- Perform additional duties as required by the CFO, Tribal Vice-Chairman and Tribal Executives.

**QUALIFICATION REQUIREMENTS:**

- Knowledge and experience in the use of computers.
- Must have supervisory skills/experience.
- Must be able to pass a Urine Analyst test.
- Must complete a 90-day probationary period.
- Must be able to work scheduled times other than standard work hours.
- Must have a vehicle and valid driver's license.
- Must maintain confidentiality.
- Must have the ability to work in a courteous, cooperative manner with co-workers and the general public.
- Skill in analyzing problems, to include identifying relevant factors.
- Skills in doing thorough accurate work that requires logic.
- Must be bondable.

**EDUCATION and/or EXPERIENCE:**

- High School Diploma/G.E.D. required as well as an Associate Degree, Bachelor's degree preferred.
- 2 years of supervisory experience.
- 2 years of work related experience in accounts payable, budgets, finance or equivalent experience.
- Knowledge of accounts payable and general accounting procedures.
- Knowledge of relevant computer applications including Microsoft Dynamics and Work Place preferred.
- Proficient in data entry and management.

**Key Competencies**

- Time Management skills in organizing and prioritizing tasks.
- Attention to detail and accuracy.
- Information management skills.
- Communication and problem-solving skills.

Approved  Date 3-1-17