



Urban Indian Center of Salt Lake

POSITION DESCRIPTION

JOB TITLE: ACCOUNTS PAYABLE SPECIALIST
SALARY GRADE: \$18.00-\$23.00/HR (depending upon credentials & experience)
APPOINTMENT: FULL-TIME (NON-EXEMPT)
SCHEDULE: M-F 8:30AM – 5:00PM (occasional weekend and evening)
SUPERVISORY: NO

The mission of the Urban Indian Center of Salt Lake is: “Serving *The People* by honoring Native cultures, strengthening health and wellness programs and cultivating community.”

SUMMARY OF WORK:

Under the direct supervision of the Senior Accountant, the Accounts Payable Clerk will work closely to ensure that the Urban Indian Center of Salt Lake’s (UICSL) accounts payable data is collected and processed in a confidential and timely manner. The Accounts Payable Specialist is also responsible for overseeing the posting of all ledger entries and cash receipts; and to ensure the prompt and accurate processing of disbursements to vendors.

DUTIES & RESPONSIBILITIES:

- Organizes UICSL finance department mail, collects UICSL bills to pay, creates purchase requests in proprietary software, and sets up UICSL organization bills for autopay;
- Manages weekly reconciliation of departmental credit cards, ensuring transactions on the card correspond to purchase requests within the financial software;
- Learns the organizational structure of UICSL, the departments, the funding sources, and the point of contact for each funding source;
- Closes out purchase requests in their final step through UICSL Accounts Payable process;
- Enters in purchasing transactions into UICSL’s accounting software system, i.e., QuickBooks;
- Files purchasing paperwork, invoices and bills;
- Records and documents steps taken to do A/P procedures;
- Submits claims to third party payers and responsible parties;
- Rebills or corrects billing of accounts previously submitted;
- Verifies information;
- Reviews reports to identify claims and uses the various types of computer systems.
- Performs submission of claims to third party payers, intermediaries, and patients;
- Documents all account activity performed, then submits billing productivity reports to supervisor.
- Provides basic health education, including health promotion and disease prevention (HP/DP) education.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of and experience in Accounts Payable duties/responsibilities.
- Excellent interpersonal/professional skills, i.e., ability to respectfully interact with people.
- Demonstrated ability to handle the occasional stressful and problematic situation.
- Experience in Bookkeeping.
- Experience in QuickBooks software.
- Experience with Microsoft Excel and ability to create spreadsheets.
- A working knowledge of bookkeeping procedures.
- Must possess excellent data entry skills.
- Must be detail oriented but also be able to work in a fast-paced environment.
- Must have strong interpersonal skills and strong organizational skills.
- Must have excellent verbal and electronic communication skills.

REQUIRED QUALIFICATIONS:

- Associated Degree in related field OR 5 years' experience.
- Knowledge of and a genuine respect for American Indian/Alaska Native values, customs, and practices.
- Must be proficient in word processing and data system management.
- Must have a current CPR certification.
- Must have valid Utah driver's license or ability to obtain upon hire.
- Must have a clean driving record and ability to be insured on UICSL auto policy.
- Must have a clean criminal background report.
- Must have a current immunization record.

Note: All positions at the Urban Indian Center of Salt Lake have the responsibility to carry out functions to maintain inspection and survey readiness, participate in Quality Improvement initiatives, as well as assist in and/or provide education for health promotion and disease prevention. UICSL supports a safe, healthy and drug-free work environment through criminal and caregiver background checks, UICSL maintains a drug & smoke-free environment.

This is a general outline of the essential functions of this position and shall not be construed as an all-inclusive description of all work requirements and responsibilities. The employee may be required to perform other job-related duties as requested by the designated work leader(s). All requirements are subject to change over time.

Employment at the Urban Indian Center of Salt Lake (UICSL) is on an at-will basis, which means that your employment may be terminated by you or UICSL at any time, for any reason or for no reason, with or without notice, and without any procedure or formality. The at-will nature of your employment is not affected by any of the guidelines of this Job Description and cannot be modified by any oral promise from any supervisor or by any other writing unless duly executed by the employee and the Chair of the Board of Directors. UICSL reserves the right to change, replace, withdraw or deviate from any of the guidelines contained in this Job Description without prior notice.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, pregnancy or pregnancy-related related conditions, age (40 and over), or any other characteristic protected by applicable federal, state or local laws.

**Indian hiring preference may apply to some positions (as defined in Title XXV, US Code Sections 44-46, 42 U.S.C. (2000e-2 li) and 474.) For the purposes of the Urban Indian Center of Salt Lake, Indian Preference Policy, "Indian" shall mean "any member or descendant of a member of a federally-recognized tribe." Applicants must meet the established minimum qualifications in order for Indian preference to apply. Candidates will be required to furnish documentary evidence of their qualifications for Indian preference.*