



Accounts Payable Clerk

Position Description

Division:	Accounting	Reports to (title):	Accounting Manager
Department:	Accounting	Job Location:	St. Michaels, Arizona
Job Code:		Supervises:	None
Pay Grade:		Classification:	Non-Exempt
Hours/week:	40 hours	Effective Date:	April 1, 2006
Type of Position:	Full-time	Revised Date:	June 7, 2010; September 14, 2020

PERFORMANCE EXPECTATIONS

In Performance of their respective tasks and duties all employees of Navajo Nation Oil & Gas Company (NNOGC) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent
- Adhere to all professional and ethical behavior standards of the oil & gas industry
- Interact in an honest, trustworthy and dependable manner with clients, employees and vendors
- Possess cultural awareness and sensitivity
- Maintain a current insurable driver's license and clean driving record
- Successfully pass a pre-employment drug/alcohol screen and background investigation

POSITION PURPOSE

The Accounts Payable Clerk will be responsible for performing a range of accounting and clerical tasks related to the accounts payable function, including but not limited to receiving, processing, verifying and coding invoices, tracking and recording purchase orders, and processing payments. The individual shall pay attention to detail, the ability to meet deadlines, multi-task organizer and, to provide clerical assistance and support to the Accounting Department and perform other assigned duties.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Perform data entry into the applicable accounting software as associated with the accounting responsibilities.
- Responsible for processing and posting of invoices based on GAAP and Company's Policies and Procedures, which includes invoice approvals, allocations and invoice coding and the proper handling of document files.
- Accurately review, code accounts and cost centers by analyzing invoice/expense reports, recording entries.
- Maintain vendor accounts and contact information while staying in compliance with appropriate correspondences, i.e., ensure Form W-9 is on file.
- Assist with processing year-end 1099 distribution and recordkeeping.
- Perform routine clerical and administrative task, develop, and maintains office forms and procedures.

- Maintain clean conference rooms; inventory and replenish supplies as appropriate.
- Assist with making copies, scanning information, preparing summaries, preparing packets, etc.
- Assist and maintain file management on a bi-weekly filing and purging of documents for services, products, and other correspondence.
- Answer all incoming calls by appropriate greeting, screen, and forward calls accordingly or take message(s) as necessary; and, to provide direction or information. Record and maintain a telephone log daily.
- Uphold confidentiality with all correspondences.
- Performs other assigned duties.

MINIMUM MANDATORY QUALIFICATIONS

Experience:

- Minimum of 2 years direct work experience

Education:

- Associate's Degree in Accounting or related field or two years direct experience in accounting.

Mandatory Knowledge, Skills, Abilities, and Other Qualifications:

- Intermediate Accounting knowledge and advanced mathematical skills
- Must have intermediate skills working with Accounting Systems and Microsoft applications
- Ability to perform data entry with reasonable speed and accuracy
- Must have a strong customer service communication skills through email, telephone, or any form of communication.
- Must be a team player with good verbal and written communication skills, and capable of working independently.
- Ability to pay attention to details and time management.

POSITION PREFERENCES

Licenses and Certifications: None

WORK ENVIRONMENT

Work Environment:	Work is generally performed in an office setting with a moderate noise level. Variable hours based on operational needs. Tight time constraints and multiple demands are common. Travel may be required
Physical demands:	While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; and talk or hear. The employee occasionally is required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.
Mental demands:	There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

NAVAJO/INDIAN PREFERENCE

Navajo Nation Oil and Gas Company complies with the Navajo Preference in Employment Act (NPEA).

OTHER

All employees must uphold all principles of confidentiality and proprietary information to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

ACKNOWLEDGMENT

I have reviewed the content of the **Accounts Payable Clerk** position description and have been provided a copy of the description. I certify that I can perform the essential functions of the position as outlined in this description, with or without reasonable accommodation.

Description any accommodation required to perform these functions:

Employee (print name)

Supervisor Signature

Date

Employee Signature

Date