



Human Resources Department Pueblo of Santo Domingo

JOB ANNOUNCEMENT

POSITION TITLE: Accounts Payable Supervisor

SALARY RANGE: \$44,578-\$71,325 DOE

DEPARTMENT: Accounting

POSITION STATUS: Full Time Exempt

SUPERVISOR: Sharon Ulibarri

JOB POSTING ID: IDC 923200

Open until filled

Santo Domingo Tribe exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity

BASIC PURPOSE:

Incumbent is responsible for paraprofessional technical level accounting work responsible for the day-to-day processing of Accounts Payable disbursements; providing guidance to the Accounts Payable team to ensure the accurate and timely payments to vendors and employees; and assures compliance with company policies and procedures. Incumbent is responsible for scheduling, performance management, and training of subordinates.

TYPICAL FUNCTIONS:

- Manages day-to-day operations of Accounts Payable department including providing leadership and direction.
- Ensure all invoices are paid in a timely manner while capturing early discounts.
- Develops, implements, and maintains systems, procedures and policies including accounts payable functions to ensure adherence to company guidelines.
- Shares responsibility of monthly close and posting of month end information for A/P module.
- Shares responsibility with Accounting Manager for all check runs.
- Provides accounting support to all field & operations personnel. Responds to financial questions/concerns to meet business needs.
- Works with Accounting Manager to select and hire employees for Accounts Payable department.
- Assist in yearly reviews and audits.
- Trains and evaluates employees to enhance their performance, development, and work product.
- Addresses performance issues and makes recommendations for personnel actions.
- Reviews timecards for staff. Manages and updates Kronos as needed for staff.
- Works with and oversees Accounts Payable processes and implementation of new vendors as well as assisting with maintaining the current suppliers.
- Responsible for all A/P responsibilities for Santo Domingo Tribe.
- Attend and satisfactorily complete required training as directed by supervisor.
- Other duties as assigned.

REQUIRED COMPETENCIES

- **Integrity / Honesty**

All Santo Domingo Tribe employees must operate in an ethical manner by following all Santo Domingo Tribe policies and procedures relating to cash transactions, handling, tracking of invoices to be paid, and proper behavior between staff and customers. Incumbent must conduct oneself above the appearance of doing something wrong.

- **Customer Service / Client Orientation**

All Santo Domingo Tribe employees must be able to develop a clear understanding of customers' needs and goals while maintaining clear communication with customer regarding meeting their expectations. Must follow through and respond to customers' requests and inform them of action taken in a courteous, professional manner.

- **TEAMWORK**

All Santo Domingo Tribe employees must be competent in working effectively with division members and members of other divisions to resolve common issues or problems as well as listening and seeking others' perspective on how to complete assignments. Keeps others informed and up to date about tasks, progress, or projects.

- **Goal and Task Management**

Incumbents in this job need to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.

- **COLLECT AND ORGANIZE INFORMATION**

Incumbents in this job need to be able to identify, systematically collect, and organize information for use by self or others in an organization.

- **PLANNING AND EVALUATION**

Incumbents in this job need to be able to manage multiple projects, coordinate with respect to outcomes and objectives, create and follow a set path in order to achieve a goal, and to determine the effectiveness of a given plan and make changes as need dictates.

- **Manage Resources**

Incumbents in this job have to appropriately allocate a variety of resources that may include personnel, materials, money, facilities, and equipment. Requires the ability to assess needs and track progress.

- **Accounting**

Incumbents in this job have to possess intermediate knowledge of accounting principles and practices, financial markets, banking, and analysis and reporting of financial data.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in accounting or related field **AND** 2 years' experience in accounting/bookkeeping where 1 year is in a supervisory capacity; or an equivalent combination of education and experience.
- Extended working hours, including weekends, may be required.
- Must possess excellent written and verbal communication skills.
- Must be able to satisfactorily pass a background check.
- Valid New Mexico driver's license with ability to meet Santo Domingo Tribe liability insurance requirements and maintain eligibility for insurance.

HOW TO APPLY

Please submit complete application packet.

- By email: SDTHumanResources@kewa-nsn.us, subject line: **Accounts Payable Supervisor Application – [Your Name]**
- By mail: Santo Domingo Tribe Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 465-2043 Attn: Human Resources
- In person: Human Resources Department, 10 Tesuque St, Santo Domingo NM 87052

Incomplete application packets may delay or exclude consideration of your application. A complete application packet includes the following:

- Santo Domingo Tribe Employment Application
- Cover Letter
- Resume