



KIN DAH LICHÍ'Í ÓLTA'

POSITION DESCRIPTION

Approved: 04/13/2018

TITLE: Accounts Payable/Payroll Technician	EMPLOYMENT: 12 Months
CLASSIFICATION: Non-Exempt	CATEGORY: Classified

GENERAL STATEMENT OF RESPONSIBILITIES: To be responsible for a wide variety of financial management or semi-administrative duties and is integral part in providing a service-oriented relationship with all departments, to assure the smooth and efficient operation of the school functions. The incumbent is responsible to the Business Manager.

Necessary Qualifications:

- Associate of Arts Degree.
- Three years of experience in accounts payable/receivables and payroll.

An equivalent combination of education, training and work experience which provides the capabilities to perform the described duties may be considered.

Special Requirements:

- Valid Arizona Driver's License.
- First Aid and CPR Certification required within 30 days of hire.
- Successful completion of all interviews, background checks, and fingerprint clearance requirements, and submission of all required employment-related documents and forms.
- Knowledge and familiarity with the Navajo language, culture, and people is a preferred qualification.
- Applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicant's last three (3) employment positions.

Knowledge, Skills, and Abilities:

- Knowledge of using fund accounting software.
- Knowledge of accounting practices, forms, techniques, and business office procedures.
- Ability to work with efficiency, effectiveness, reliability, dependability, and with little supervision.
- Excellent written and oral communication skills.
- Such alternative to the above qualifications as the Board may find appropriate and acceptable.
- Knowledge and familiarity with the Navajo language, culture, and people is a preferred qualification.

Duties and Responsibilities:

- Works with the Business Manager to ensure fiscal procedures are completed efficiently, expeditiously and to the benefit of the school.
- Responsible for performing a variety of accounting duties according to established policies and procedures.

- Prepares biweekly payroll based upon employee timesheets.
- Assists in the preparation of the quarterly and year end payroll reporting.
- Prepares and distributes all W2 and 1099 information at year end.
- Prepares monthly disbursement of payroll liabilities.
- Maintains fiscal files and records for all receivable/payable accounts.
- Performs monthly accounts reconciliation of expense accounts as well as perpetual and fixed assets inventory accounts.
- Deposits all miscellaneous revenue collected weekly.
- Orders supplies, equipment and materials and maintains supplies inventory.
- Processes requisitions and purchase orders for purchases and series; processes travel.
- Receives and logs receipt of supplies, equipment and materials.
- Processes payment for supplies, equipment and materials.
- Assists the Business Manager with audits and financial reports.
- Participates in training and in-service.
- Communicates with vendors and contractors on payment issues.
- Reconciles all travel documents monthly.
- Performs annual inventory and fixed assets inventory and reconciliation annually.
- Submits the reconciliation for the annual inventory reconciliation to the auditors selected to perform the annual audit.
- Audits the housing program information.
- Complies with School policies, procedures, mission, goals and objectives, and exercises discretion and sound judgment in matters not covered by policy.
- Maintains all required licenses and certificates in current status and reports to immediate supervisor in the event any required license or certificate lapses, is suspended or revoked.
- Attends and participates in committee meetings, in-service trainings and related activities consistent with duties.
- Performs other duties as assigned.

Supervision Received By: Business Manager

Working Hours: In accordance with Board policies

Evaluation Procedure: In accordance with Board policies

CERTIFICATION

I received a copy of my position description and certify that this is an accurate statement of major duties and responsibilities of this position. I also understand that I will perform these duties and responsibilities.

REVIEWED BY: _____ **DATE:** _____
Employee

APPROVED BY: _____ **DATE:** _____
Immediate Supervisor

KDLO gives preference to eligible and qualified applicants in accordance with the Navajo Preference in Employment Act.

DISCLAIMER: The information on this position description has been designed to indicate the general nature and level of work performance by an employee of KDLO for 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 to ensure the continued operations and services for KDLO.