

Mazatzal Hotel & Casino

JOB ANNOUNCEMENT

POSITION:	Accounts Payable Clerk
DEPARTMENT:	Accounting
STATUS:	Full-time
RATE:	D.O.E
SHIFT:	Days
REPORTS TO:	Accounting Manager
SUPERVISES:	N/A

JOB SUMMARY: Primarily responsible for timely cash disbursements to vendors and individuals alike. Responsible for maintaining vendor files. Processing accounts payable on a weekly basis, updating tax reporting requirements (1099's) and preparing accounts payable for annual 1099 distribution. Maintains service contract files, and resolves account discrepancies.

ESSENTIAL JOB FUNCTIONS:

- Must possess extensive detail-orientation and the ability to work well with vendors.
- Requires excellent verbal and written communication skills, strong organizational skills and ability to process & follow-up on rush items.
- Responsible for proper cash disbursements.
- Prepare accounts payable checks with accuracy.
- Report any account discrepancies to the accounting manager.
- Maintains vendor files with appropriate invoices, check requests and approvals.
- Verifies transaction information, calculates charges and refunds, identifies delinquent accounts and insufficient payments.
- Update and maintain vendor database
- Reconciles vendor statements and coding invoices.
- Must be able to work independently.
- Must be detailed oriented.
- Must be able to work with confidential information in a professional manner.
- Performs other job related duties as assigned.

MINIMUM QUALIFICATIONS:

- High School or GED recommended. Experience may substitute for schooling.
- Must have knowledge in Accounting.
- Must be able to use a Computer proficiently.
- Must be knowledgeable in Microsoft Words and Excel programs.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

- Blood Pressure must fall under accepted guidelines by the American Heart Association or clearance from a medical doctor.
- Physically mobile with reasonable accommodations to sit for long periods of time.
- Must have bending mobility to reach, kneel, twist and grip items while working at assigned desk area.
- Read, write, speak and understand English.
- Operate in mentally and physically stressful situations.
- Must be able to lift up 15 pounds and carry up to 15 pounds.
- Must have manual dexterity and coordination to operate equipment, including a 10 key adding machine, fax machine and photo copier.