

JOB DESCRIPTION

Job Title:	Accounts Payable File Clerk		
Department:	Tribal Finance	Prepared by:	A. Blake/L. Williams
Reports To:	Accounts Payable Supervisor	Date Prepared:	09/16/2021
Status:	Non-Exempt	HR Approval/Date:	L. Williams 09/16/2021

SUMMARY

Under the general direction of the Accounts Payable Supervisor, the Accounts Payable File Clerk oversees all records for the Accounts Payable area. The Accounts Payable File Clerk files and retrieve records, and performs light clerical duties as required.

<u>Essential Duties & Responsibilities</u>	Estimated % of Time
1. Scans or reads all incoming materials for Accounts Payable in order to determine how and where they should be classified, filed or distributed.	30%
2. Responsible for maintaining paperless accounts payable filing system.	25%
3. Learns, modifies and improves filing systems, as needed.	15%
4. Responsible for the safekeeping and storage of all Accounts Payable documents including paid invoices and contracts including a manual system and/or an electronic filing system.	10%
5. Performs periodic inspections of materials or files in order to ensure correct placement, legibility and proper condition.	5%
6. Finds and retrieves information from files in response to requests from authorized users.	5%
7. Eliminates outdated or unnecessary materials, preparing them for destruction or transferring them to inactive storage according to file maintenance guidelines and/or legal requirements.	5%
8. Performs other duties as assigned to support the efficient operation of the department.	5%
	100%

EDUCATION/EXPERIENCE/QUALIFICATIONS

- High School diploma or GED is required.
- Minimum of one (1) year experience working in an office setting as a file clerk.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records and other office procedures and terminology.

- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Ability to maintain the confidentiality of company information is required.

CERTIFICATES/LICENSES/REGISTRATIONS

- At the discretion of the San Manuel Tribal Gaming Commission, you may be required to obtain and maintain a gaming license.
- A qualified candidate/employee must have a valid driver's license with an acceptable driving record as determined by the company's insurance carrier.

PHYSICAL REQUIREMENTS/ WORKING CONDITIONS – ENVIRONMENT

The physical demands and working environment described here are representative of those that an employee encounters and must be met by an employee to successfully perform the essential functions of this job.

- Primary work environment is in a climate-controlled office setting.
- Work requires travel to attend meetings, trade shows, and conferences.
- Must be able to work in a fast paced, high demand environment.
- Sedentary work; involves sitting most of the time. Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Hearing sufficient to hear conversational levels in person and over the telephone.
- Speech sufficient to make oneself heard and understood in person, in front of groups, in meetings, and over the telephone.
- Visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned, or to make general observations of facilities, guests and employees. Use close, distance, peripheral vision, and depth perception.
- Strength sufficient to frequently lift and/or move up to 10 pounds below or at waist level and occasionally lift; move or carry objects over 40 pounds below and at waist level with assistance.
- Mobility sufficient to safely move in an office environment; walk, stoop, bend, kneel, enter and exit.
- Endurance sufficient to maintain efficiency throughout the entire work shift and during extended work hours.
- Endurance sufficient to sit, walk and stand for extended periods, and maintain efficiency throughout the entire work shift and during extended work hours.
- The employee may be exposed to fumes or airborne particles including secondhand smoke.

San Manuel Band of Mission Indians and San Manuel Casino will make reasonable accommodations in compliance with applicable law.