

Kwahn Corporation

P.O. Box 1087

Burney, CA 96013



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Ajumawi • Aporige • Astariwi • Atsugewi • Atwamsini • Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosealekte • Madesi

Jerrilyn Spencer

Chairperson

Sophia Villarruel

Secretary/Treasurer

Angela Wilson

Board Member

Benito Gomez

Vice-Chairperson

Michael Avelar

Board Member

Position Title: Accounts Payable & Payroll Specialist

Department: Finance

Reports To: Controller

Status: Full Time

Pay: \$27.18 – \$35.33/hourly non-exempt

SUMMARY: This position is responsible for accurately processing accounts payable and payroll transactions, maintaining compliance with financial policies, and supporting efficient financial operations. This position plays a crucial role in ensuring the financial integrity of Kwahn Corporation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Receives and verifies incoming invoices for accuracy, proper coding (GL, department, site, grant, program), and approvals.
2. Enters all payables into accounting software, ensuring completeness and accuracy, and processes outgoing payments in accordance with policies and procedures.
3. Processes voided and spoiled checks in accounting systems, and reconciles discrepancies as appropriate.
4. Reconciles invoices, delivery slips, credit card transactions, and other general accounting records.
5. Maintains vendor records and addresses discrepancies or inquiries promptly.
6. Accurately processes employee timecards, including calculations for deductions, accruals, and benefits.
7. Processes payroll checks and direct deposit vouchers for distribution, ensuring proper documentation and approvals.
8. Prepares and processes special payroll distributions, such as retro pay adjustments
9. Maintains employee payroll records, including direct deposit setups, default timesheets, and processes changes from employee action forms.
10. Files payroll taxes in accordance with established timeframes and provides reports for tax return preparation.
11. Prepares reports related to payroll taxes, PTO balances, accrued liabilities, and premium payments.
12. Generates periodic financial reports for audit and management review.
13. Ensures compliance with applicable financial policies and regulations.
14. Prepares check registers for accuracy and obtains appropriate approvals.
15. Other duties as assigned by supervisor.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. High School graduate or GED certification.
2. Two years' general accounting experience, preferably in Accounts Payable.
3. Knowledge of computerized accounting, word processing and spreadsheet software.
4. Excellent spelling, grammar and reading comprehension.
5. Strong written, oral, and interpersonal communication skills.
6. Must be customer service oriented.
7. Organizational skills and ability to maintain accurate records and filing systems.
8. Ability to maintain strict confidentiality of records and information.
9. Ability to cross train within department.
10. Must be willing to submit to and pass a pre-employment drug test.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret the most complex of documents, such as technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information in one-on-one and small group situations.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

Ability to apply commonsense understanding to carry out a variety of instructions furnished in oral, written or diagram form.

PHYSICAL DEMANDS:

While performing the duties of this job, the Employee is regularly required to talk or hear. The Employee is also regularly required to stand, walk; sit; and use hands to finger, handle, or feel objects, tools, or controls. The Employee is occasionally required to reach with hands and arms, and to sit; climb or balance; and stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The Employee is regularly exposed to risk of radiation (from computers), as a great deal of the workday is spent working on spreadsheets or inputting data into the computer system. The noise level in the work environment is usually moderate.

Indian Preference: Preference will be given to qualified Native Americans under the Federal Indian Preference Act (43 CFR 17.3 (d)). Applicants claiming Indian Preference must submit verification of Indian certification by tribe or affiliation or other acceptable documentation of Indian heritage.

Equal Opportunity Statement: *The Pit River Tribe's Kwahn Corporation is an Equal Opportunity Employer and is committed to providing a workplace environment free of discrimination. The Tribe will not hire, discharge, or in any other way discriminate against an employee in compensation, working conditions or any other terms or benefits of employment because of the employee's race religion, color, national origin, sex, age, citizenship, ancestry, physical or mental disability, medical condition, marital status, sexual orientation, or any other non-merit factor.*

Knowledge of Pit River Tribe: this position requires an awareness and deep appreciation of the Pit River Tribe Indian Tradition, customs, and socioeconomic need. It always requires the ability, to meet and deal

effectively in contacts with Indian people and organizations. This requires tact, courtesy, confidentiality, discretion, resourcefulness, and good judgment in handling sensitive issues.

Other duties as assigned: The Kwahn Corporation position description is a management tool to help organize duties and provide employees with the employer's expectations regarding the specific job classification. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is a reasonable assignment for the position.

Employee: _____ Date: _____

Supervisor: _____ Date: _____

Job Description Approved: _____ Date: _____
Chairperson, Board of Directors