

Sauk-Suiattle Indian Tribe

Job Description: Accounts Receivable Manager

Job Title: Accounts Receivable Manager
Department: Finance
Reports To: Chief Financial Officer
Job Status: Full Time-Salaried
Approved by: Tribal Council RESO 10/27/17
Approved date: 10/31/17

Job Summary:

The Accounts Receivable (AR) Manager is charged with validating receivables from each department and program of the Sauk-Suiattle Indian Tribe. The AR Manager shall ensure timely and accurate financial reporting, proper drawdowns, and other financial documentation.

Major Tasks and Responsibilities:

1. Assure timely and accurate account of cash receipts
2. Monitor program receivables against finance receivables for congruency
3. Work with Grants and Contracts Manager to assure timely and accurate invoicing
4. Work closely with Grants and Contracts Manager to ensure grantor compliance for drawdowns
5. Manage cash application; making sure all cash receipts are applied properly
6. Make recommendations to improve quality of Accounts Receivable tracking
7. Complete monthly reporting of Program Receivables Vs Finance Receivables
8. Set objectives for AR Team (incl. programs) that align with the accounting department's goals
9. Monitor processing of invoices
10. Ensuring timely collection of payments/drawdowns
11. Prepare monthly, quarterly, annual and ad-hoc forecasting reports
12. Organize records of invoices, bills, and deposits
13. Ensure all team members follow the accounting principles
14. Stay updated on industry and legislative changes
15. Coordinate with Health & Social Services billing to ensure accuracy.

Required and Suggested Skills/ Knowledge/Abilities Position:

- Ability to effectively communicate both verbally and in writing, and establish and maintain effective working relationships with co-workers and the general public
- Must have the knowledge and ability to use accounting software and databases. In addition, the incumbent must be familiar with Microsoft Office Word and Excel
- Must possess excellent analytical skills along with the ability to create and present detailed reports.
- Must demonstrate strong interpersonal communication skills in diverse departments as well as team management and negotiation skills.

- Must possess a strong problem-solving attitude
- Needs a strict adherence to confidentiality
- Consistent attendance expected

Education/ Experience:

Bachelor's degree from an accredited college or university in Accounting or other finance related field. Two years of experience in Accounts Receivable may substitute for educational requirement.

Certificates, Licenses, Registrations:

Current Washington State driver's license required. First Aid/CPR training required.

Physical Demands/Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to sit; stand; walk; use hands; reach with hands and arms; climb or balance; stoop, kneel, crouch; talk and hear. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision and ability to adjust focus. The position is subject to varying and unpredictable situations; may handle emergency or crisis situations.

Culturally Sensitive:

All employees must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

Drug Free Workplace:

Sauk-Suiattle Indian Tribe is a drug-free workplace. All employees are subject to a pre-employment drug screen.

Background Check:

All employees must be able to pass a background check per Sauk-Suiattle Indian Tribe's Background Check Policy.

This job description does not constitute an employment agreement between SSIT and the employee, and is subject to change by SSIT as the needs of the tribe and the requirements of the job change.

NATIVE AMERICAN PREFERENCE & VETERANS PREFERENCE APPLIES