



SPOKANE INDIAN HOUSING AUTHORITY JOB ADVERTISEMENT

Job Announcement # 21-SIHA-001
Title: Accounts Payable/Payroll Specialist
Status: Full-time
Compensation: \$16.20-\$21.04, DOE
Opening Date: January 28, 2021
Closing Date: February 16, 2021

Overview: The Spokane Indian Housing Authority (SIHA) assists eligible applicants to find affordable housing on Indian reservations and Indian areas. Our goal is to create safe, prosperous communities for Native families by expanding homeownership and affordable housing opportunities, create jobs and economic development opportunities, and enforce fair housing opportunities.

Primary Duties:

The Accounts Payable/Payroll Specialist performs functions by compiling accounts payable records, and processes payroll and all payroll tax forms in a timely and efficient manner. Duties and responsibilities include:

- Maintains files and documentation thoroughly and accurately, and in accordance with policies and procedures, as well as accepted accounting practices.
- Prepares new vendor contract files, enters and maintains all vendors in the accounting system, and maintains vendor W-9 log.
- Maintains check logs.
- Reconciles invoices to statements; sorts and distributes incoming invoices to each department.
- Compiles and sorts invoices submitted for payment into batches depending on the funding source and accounts.
- Enters all Accounts Payable information into the General Ledger and submits to Finance Officer for review and corrections; processes payments.
- Processes invoices, travel requests, and voucher requests weekly, payroll bi-weekly, and rental assistance payments monthly.
- Ensures all supporting documents, approvals, and signatures are complete prior to processing payments
- Completes Positive Pay procedures to US Bank upon check processing to ensure maintenance of Positive Pay file.
- Maintains service contract files
- Maintains employee payroll files and associated documents
- Sets up payroll accounts for each employee by entering information, preparing and maintaining files.



- Updates and maintains current Employee List, Employee Advance, Emergency Leave and Personal Leave Cash-out logs; sends employee leave balance information to Executive Directors and Manager.
- Logs all written change requests for employees and updates Accounting System Accordingly; keeps a log of changes and submits to Finance Officer for review and approval.
- Collects timesheets and reviews for accuracy; ensures that errors are corrected by Managers.
- Calculates payrolls, prints checks and direct deposit vouchers and processes payroll based on department policies and procedures.
- Prepares all payroll forms, includes 941 Federal tax deposit reports (quarterly), Form W-2, and Form 1099s.
- Prepares and completes quarterly state unemployment report.
- Runs necessary reports for SIHA staff and employees.
- Runs deductions and benefits reports for employee medical and vision for review and approval and coordinates processing with Human Resources Department.
- Uploads and logs all payroll changes made in the accounting system.
- Processes all Payroll and benefit deductions.
- Scans all Accounts Payable and Payroll documents.
- Completes necessary Accounts Payable and Payroll journal entries.
- Must be dependable and available as attendance is critical to this position.
- Performs other duties, as assigned.

Minimum Qualifications:

- High School Diploma or GED equivalent and one (1) year of AP/Payroll experience.

Preferred Qualifications:

- Accounting Certification

Application Requirements:

- Spokane Indian Housing Authority Employment Application.
- Resume with applicable experience.
- Three (3) professional references (employers or supervisors you have worked for).
- All selected applicants will be required to interview for this position.
- Preference to in-house.
- Valid Washington State driver's license with acceptable driving record.
- Must successfully pass a pre-employment drug screening prior to employment and be subject to reasonable-suspicion drug testing.
- This position may be subject to a criminal history background check, a suitability background checks and/or a Fair Credit Reporting (FCRA) check.

TO APPLY CONTACT:

Applications are available at the Spokane Indian Housing Authority:

P.O. Box 195, Wellpinit, WA 99040

Contact: Regina Marchand

Phone # (509) 818-1462

E-mail: regina@spokaneiha.com



Applications must be received by Spokane Indian Housing Authority no later than 4:00PM on the closing date.

The Spokane Indian Housing Authority (SIHA) is an Equal Opportunity Employer. SIHA reserves the right to hire according to its Indian Preference. SIHA applicants are subject to a pre-employment drug test and those hired are subject to a 90-Day orientation period.