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Accounts Payable Manager

Description

Supervise directly and indirectly all employees of the Finance Department. Adhere to the Tribal organization's policies, procedures and applicable laws. Responsible for the overall direction, coordination, and evaluation of this unit. Carry out supervisory responsibilities which include but are not limited to: interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Responsibilities

The requirements listed below are representative of the knowledge, skill, and/or ability required to perform this job successfully. Upon request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide outstanding customer service to guests and all other employees by exceeding our mission statement.
- Process all vendor invoices in the accounting system.
- Match all documents including invoices, purchase order, and packing receipts.
- Review and verify all invoices and check requests for appropriate authorization of payment.
- Code, and or verify coding on invoices and check requests ensuring proper placement of expenses in the General Ledger.
- Check for and prepare invoice deduction notices, as necessary.
- Prepare all accounts payable checks on a timely basis.
- Ensure vendors maintain current licensing status with the Gaming Commission.
- Answer, and respond, to all vendor inquiries timely, maintaining strong vendor relationships.
- Analyze all vendor account statements and negotiate extended terms with vendors when necessary.
- Prepare and print all accounts payable reports and maintain accounts payable files in accordance to departmental standard.
- Review vendor aging and cash requirements reports, on a regular basis, to ensure proper aging of invoices and timeliness of payments.
- Maintain accounts payable vendor master files, keeping them accurate, and up-to-date, to include, current W-9 forms for all vendors and accurate tax information in the system.
- Prepare annual 1099 filing, ensuring accuracy of forms and electronic file submitted in accordance with current IRS requirements.
- Prepare analysis of general ledger accounts as required.
- Assist in monthly closing of the company books.
- Assign duties and review work for completeness, accuracy, and conformance to policies and procedures.
- Study and standardize procedures to improve efficiency of subordinates.
- Maintain harmony among workers and resolves grievances.
- Ensure compliance with all Minimum Internal Control Standards (MICS) as

Hiring organization

IV IT Solutions

Employment Type

Full-time

Job Location

Palm Springs, California, United States

Date posted

February 22, 2023

well as all Tribal Internal Control Standards (TICS).

- Present a positive image of the Tribal organization to its guests and vendors and to assist them as required.
- Must follow all safety policies and procedures and attend all scheduled safety meetings and training as a condition of employment.
- Able to make difficult decision in a fair and honest manner.
- Strong verbal and written communication skills.
- Perform any other duties that may be assigned from time to time

Qualifications

- Must possess a high school diploma or equivalent. One-year accounting certificate, from college or technical school a plus.
- Detail oriented, and excellent organizational skills
- Ability to prioritize and multi-task in a fast paced environment
- Able to meet deadlines without sacrificing accuracy.
- Minimum of 3 years increasingly responsible work experience in Accounts Payable, or related accounting education required.
- Must be proficient in excel computer literate and able to operate a 10-key calculator.
- Prior Casino or Hospitality experience preferred; experience with Infinium and MMS Accounting Software a plus.

CERTIFICATION, LICENSES AND ANY ADDITIONAL REQUIREMENTS:

- Must pass periodic random drug screens.
- Must be able to pass background suitability investigation.
- Must obtain a Tribal Gaming License.
- Must obtain all other applicable certifications and licenses.
- Must provide proof of eligibility to work in the United States within 72 hours of employment.