



**NATIVE AMERICAN
RIGHTS FUND**

VACANCY ANNOUNCEMENT

TITLE OF POSITION: Accounts Payable Specialist
DEPARTMENT: Accounting
REPORTS TO: Chief Financial Officer & Controller
FLSA STATUS: Non-Exempt

SUMMARY: Reporting to the CFO and the Controller, the Accounts Payable Specialist will play a crucial role in ensuring the smooth operation of our financial processes by accurately and efficiently managing the organization's accounts payable function. You will be responsible for processing invoices, reconciling accounts, and communicating with vendors to resolve any discrepancies. This position requires a strong attention to detail, excellent organizational skills, and a passion for maintaining financial accuracy.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Process a high volume of invoices accurately and efficiently, ensuring adherence to NARF policies and procedures.
2. Review invoices for appropriate documentation and approval prior to payment.
3. Verify and reconcile vendor statements, resolving any discrepancies in a timely manner.
4. Communicate with vendors to address payment inquiries and resolve issues effectively.
5. Prepare and process electronic transfers and payments via check or ACH.
6. Maintain accurate and up-to-date records of accounts payable transactions.
7. Assist with month-end closing activities and provide support for audits as needed.
8. Collaborate with cross-functional teams to streamline processes and improve efficiency.
9. Manage the Accounts Payable inbox and ensure timely responses.

SUPERVISORY DUTIES: None direct.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Associate degree in accounting, finance, or related fields.
2. 3+ years of experience as an Accounts Payable Specialist.

ANCHORAGE, AK

745 W 4TH AVE, SUITE 502
ANCHORAGE AK 99501
(907) 276-0680

BOULDER, CO (main)

250 ARAPAHOE AVE
BOULDER CO 80203
(303) 447-8760

WASHINGTON, DC

950 F STREET NW, SUITE 1050
WASHINGTON DC 20004
(202) 785-4166

3. Strong computer skills, including experience with NetSuite or other accounting software and MS Office, particularly Excel.
4. Excellent attention to detail and accuracy.
5. Ability to prioritize tasks and manage time effectively in a fast-paced environment.
6. Strong communication and interpersonal skills.
7. Ability to handle moderately complex issues and problems and refer more complex issues to higher-level staff.
8. Ability to operate a variety of office equipment, including a copier, scanner, and fax machine.
9. Ability to organize and prioritize numerous tasks and complete them under time constraints. Work may occasionally require a high level of mental effort and strain when performing a high volume of tasks and other essential duties.
10. Ability to retrieve and distribute files, written documents or office supplies weighing up to 20 pounds and ability to retrieve and replace objects from shelves up to 8 feet high.
11. Interpersonal skills necessary to communicate and follow instructions effectively from a diverse group of people; ability to provide information and assistance with ordinary courtesy and tact.

ADDITIONAL QUALIFICATIONS:

Experience working with American Indian Tribes and organizations is an additional qualification.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.

SALARY & BENEFITS: Salary is \$51,125 to \$62,100. This salary range is based on one (1) to ten plus (10+) years of experience in the Denver Metro/Boulder market. Generous benefits package includes health, dental, and vision insurance, and paid time off including vacation leave, sick leave, parental leave, and medical/disability leave. Additionally, there is an employer contribution to employee 401K plan (eligible after one year of service), employer paid group life insurance, accident insurance, and short-term and long-term disability insurance.

APPLICATION PROCEDURE: Submit a cover letter, complete resume, and the names and contact information of three professional references to jobs@narf.org.

NARF is a non-profit national Indian law firm that provides legal representation to American Indian and Alaska Native Tribes throughout the United States. NARF is an Equal Opportunity Employer. American Indian, Alaska Native, and Native Hawaiian applicants are strongly encouraged to apply.