

FIRST NATIONS

DEVELOPMENT INSTITUTE

Position Title: Accounts Payable Assistant
Reports to: Finance Officer
Job Level: Full-time/Exempt
Supervises: N/A

POSITION SUMMARY

First Nations Development Institute (First Nations) is a national 43-year-old Native American-led nonprofit organization whose mission is to strengthen asset control and economic development for American Indian people and their communities. We invest in and create innovative institutions and models that strengthen asset control and support economic development for American Indian people and their communities.

The Accounts Payable Assistant is an integral part of First Nations' finance, operations, and administrative team who works to ensure on-time completion, posting, and documentation of all First Nations' financial activities on a daily basis.

The Accounts Payable Assistant position is based in First Nations' Longmont, Colorado, office and is a hybrid remote position. The selected candidate will be required to be in the office two days per week, typically Tuesday and Wednesday.

For the protection of our staff and the communities we serve, First Nations requires that employees provide proof that they are fully vaccinated against COVID-19.

Please note, this job description is not designed to cover or contain a comprehensive listing of activities. First Nations is a collaborative organization that relies on teamwork.

ESSENTIAL FUNCTION/RESPONSIBILITIES

Accounts Payable

- Complete vendor setup and maintenance
- Process incoming AP invoices and review invoice approval and general ledger coding in accordance with company policies and procedures
- Enter invoices into Abila and maintain workflow approvals
- Process vendor payments
- Maintain accounts payable and other departmental files
- Act as the principal contact for management and other staff questions on accounts payable information
- Verify that payments made to individuals are 1099 and mark appropriately
- Review invoices submitted for payment for coding, approval, and compliance with policies
- Initiate monthly payments: health, vision, dental, life, office rent

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- Maintain vendor files
- Maintain corporate billing files – FirstBank Visa, Diners, UPS, Staples, Dell, etc.
- Collect employee receipts for corporate card payments
- Enter invoices into system and print checks and EFT vouchers
- Enter grant awards into system and print checks as scheduled/requested by grantmaking
- Match checks with backup and submit for signing
- File accounts payable backup and maintain documentation for audit
- Accumulate and maintain data for 1099 forms
- Prepare 1099 forms through Aatrix software at year-end
- Respond to staff and vendor inquiries regarding payments
- Manage state registrations – obtain signatures, notarize, process payments, file backup

Cash receipts

- Maintain cash receipts files
- Prepare weekly bank deposit (checks/charges) and monthly deposit of currency

Billing

- Enter invoices in Abila
- Manage billings for corporate/foundation grants and government grants
- Process fee-for-service billing
- Process monthly tenant rents
- Generate time-worked reports for contract billings and fee for service

Responsibilities:

- Monitor and manage AP inquiry inbox for communications from vendors
- Research and resolve vendor issues and inquiries
- Work with internal teams to provide insights and communicate opportunities for resolution
- Communicate directly with vendors via email and phone
- Assist with vendor information updates
- Participate in weekly check runs

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EMPLOYEE BENEFITS & PERKS

First Nations provides a number of employee benefits which include:

- Health Insurance with First Nations' contribution that includes vision and dental

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- Employee life insurance with optional supplemental insurance for self and immediate family
- 403b Retirement Plan with up to 3% employee salary match by First Nations
- Flexible Spending Account
- 14 paid holidays per year
- Paid time off from December 26 to January 1 each year during office closure
- 32-hour work week (Monday-Thursday) and paid vacation time starting at 64 hours per year
- Paid sick days for illness or to tend to immediate family health needs

Employee perks include:

- Flexible work schedules
- Professional development opportunities
- Learning environment
- Opportunities for advancement
- Fun and friendly environment

SALARY RANGE

\$55,000 - \$62,000

TO APPLY

Complete the employee application form by clicking on the link below:

<https://airtable.com/appvwoxldfsTBttiR/shrEbcBRaDK6Aur1x>