

Manchester Band of Pomo Indians

Job Title: Accounts Payable and Payroll Specialist

Department: Finance

Reports to: Tribal General Ledger Accountant and the Treasurer

Location: Remote Hybrid (Point Arena on-site with flexibility)

Classification: Full-Time, Hourly

Salary Range: \$57,200 – \$62,400 annually

Estimated Total Compensation: \$62,920 – \$68,640 (including benefits)

Position Summary

The Accounting Clerk is responsible for processing and recording all accounts payable and payroll transactions for the tribal government and enterprise operations. This includes reviewing invoices, ensuring appropriate coding and approvals, issuing payments, and maintaining vendor and time sheet records. The Accounting Clerk supports the Finance Department's goals of transparency, timeliness, and compliance with internal controls and regulatory requirements, and plays a critical role in maintaining the financial integrity of day-to-day operations.

Key Responsibilities

Accounts Payable Processing

- Review, code, and enter vendor invoices into the accounting system accurately and promptly.
- Ensure invoices are approved according to the Tribe's procurement policies.
- Reconcile vendor statements and resolve payment discrepancies.
- Prepare and process weekly check runs, ACH transfers, and other disbursements.

Payroll Processing

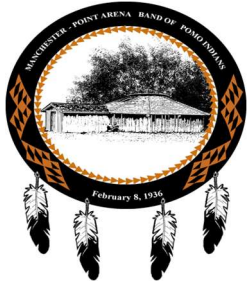
- Review, code, and enter employee time into the payroll system accurately and promptly.
- Ensure all payroll timesheet and adjustments are approved according to the Tribes payroll approval process.
- Reconcile employee payroll checks and resolve any payment discrepancies.
- Prepare and process bi-weekly payroll check runs.
- Prepare reports, imports or data as requested.

Documentation & Compliance

- Maintain organized and up-to-date AP and PR files and documentation for audit readiness.
- Ensure proper use of general ledger codes, cost centers, and funding source identifiers.
- The ability to understand federal and state grants and contract regulations

Vendor & Departmental Support

- Set up new vendors and maintain accurate W-9 and payment information.
- Respond to vendor and employee inquiries and coordinate with management to resolve payment issues.



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- Work closely with procurement, grants, and enterprise staff to ensure smooth payment workflows.

Audit & Month-End Support

- Assist with preparation of AP or Payroll-related reports and schedules for audits.
- Support month-end close by verifying cutoff procedures and outstanding liabilities.

Preferred Qualifications

Education & Certification

- Associate's degree in accounting, Finance, or Business preferred.
- Completion of courses or certifications in bookkeeping or governmental accounting a plus.

Experience

- 2+ years of experience in accounts payable or general accounting, preferably in a tribal, government, or nonprofit environment.
- Familiarity with procurement procedures, 1099 preparation, and internal control practices.

Skills

- Experience with accounting software (e.g., MIP, QuickBooks)
- Basic Excel proficiency (data entry, reconciliation, sorting/filtering)
- Strong attention to detail and organizational skills
- Ability to work independently, prioritize tasks, and meet deadlines
- Professional communication and discretion when handling confidential information

Compensation & Benefits

- Base Salary: \$57,200– \$62,400 annually
- Estimated Total Compensation: \$62,920 – \$68,640 including:
 - Health, dental, and vision insurance (individual and family coverage options)
 - Paid time off, holidays, and sick leave
 - Opportunities for training and advancement

Please send your resume to apply to:

Paula.Figueroa@mpapomotribe.org and Tisha.Gonzalez@mpapomotribe.org