



# HOH INDIAN TRIBE

## HUMAN RESOURCES

P.O. Box 2196, Forks, WA 98331  
(360) 374-7771 • [hr@hohtribe-nsn.org](mailto:hr@hohtribe-nsn.org)

## Position Description


<b>Job Title</b>	Accounts Payable/Payroll Specialist
<b>Department</b>	Administration - Finance
<b>Reports to</b>	Accounting Manager
<b>Status</b>	Full Time
<b>Salary Range</b>	DOE/Q
<b>Location</b>	Hoh Tribe Reservation and Usual and Accustomed Treaty Area of the Goodman, Hoh, and Kalaloch Basins

### Summary

We are looking for a highly motivated individual to handle our Accounts Payable/Payroll position. This individual is responsible for processing payroll transactions for all departments within the Hoh Tribe. This individual will bear a high degree of responsibility for attention to detail, accuracy and timeliness with a minimum of direct supervision. The Accounts Payable/Payroll Specialist is responsible for the accounts payable and payroll processing transactions for the Hoh Tribe. This individual provides financial assistance to, and is directly responsible to the Accounting Manager.

### Duties and Responsibilities The duties of this position include, but are not limited to:

- Responsible for timely entry of financial data
- Prepares all necessary accounts payable and vendor data for the annual financial audit
- Works with the accounting department to resolve all charts of accounts, accounts payable, and vendor matters.
- Processes bi-weekly payroll
- Calculates the tribal payroll and prepares payroll checks for signatures (other payroll deductions), and prepares and submits income tax deposits.
- Prepares monthly, quarterly, and annual tax reports
- Reconciles the payroll accounts
- Process payroll related liabilities

Approved:  Job Description: Accounts Payable/Payroll Specialist

- Maintain the employee payroll database
- Performs related financial accounting tasks as assigned.
- Provides financial advice and assistance to the Executive Director and the Hoh Tribal Business Committee, as requested.
- Other duties as assigned


## **Skills and Specifications**

- Excellent attention to detail
- Highly organized
- Must have good work ethic and good work attendance
- Verbal and written communication
- Ability to work with a team
- Knowledge of different types of payroll software
- Multitasking abilities
- Managing accounts payable using accounting software and other programs
- Handling accounts payable for separate entities and vendors
- Establishing and maintaining relationships with new and existing vendors
- Ensuring bills and payroll are paid in a timely and accurate manner while adhering to departmental procedures
- Maintain confidentiality of records and employee personal information.
- Must adhere to the personnel policies and drug and alcohol policies.
- Must submit to and clear a pre-employment alcohol and drug test, and criminal background check

## **Education and Qualifications**

- AA Degree in Business preferred
- Must obtain or have a Valid Washington State Driver's License
- High school diploma or GED required
- Ability to communicate well with tribal staff, administration, Hoh Tribal Business Committee, and financial professionals.

Except as provided by the Federal Indian Preference Act, Title 25 USC 45 – 46, there will be no discrimination based on race, color, age, sex, sexual orientation, national origin, physical or mental handicaps, marital status, political membership or non-membership in an employee organization. If the applicants have equal qualifications, preference will be given to Native Americans and Alaskan Natives. Applicants claiming Indian preference must submit verification of Indian certification by tribe of affiliation or other acceptable documentation of Indian heritage. All other interested persons must submit complete applications to be considered for employment. All applicants are subject to employment drug and alcohol testing and a criminal background check. Some positions are subject to a review of the driver's license abstract.

Approved:  Job Description: Accounts Payable/Payroll Specialist


TO APPLY: Download the Hoh Tribe Employment Application at [www.hohtribe-nsn.org](http://www.hohtribe-nsn.org).

Submit a complete application along with a cover letter and resume containing three professional work references. If claiming Tribal hiring preference, please include this in your cover letter and provide a copy of a CIB or Tribal ID.

Complete applications may be submitted electronically to [hr@hohtribe-nsn.org](mailto:hr@hohtribe-nsn.org); via fax to 360-374-5426  
Or Application materials may also be mailed to the following address:

Hoh Indian Tribe  
ATT: Human Resources  
P.O. Box 2196  
Forks, WA 98331.

For more information, please contact the Human Resources (360) 374-7771

Approved:  Job Description: Accounts Payable/Payroll Specialist