



Pend Oreille County Public Utility District
An Equal Opportunity Employer

Accounts Payable Analyst

Department/Location:	Finance/Newport	FLSA Status:	Non-Exempt
Reports To:	Controller	Grade:	6
Supervises:	N/A	Revision Date:	10/7/2019

Job Description

Responsible for processing invoices submitted to the District for payment.

Essential Functions:

- To oversee the prompt, accurate and thorough preparation of work orders for service application requests, as well as the technical development of staking sheets for electric services and line extensions within the specifications, directives, policies and procedures established for these activities.
- Process accounts payable, i.e., code general ledger and work order numbers, verify authorization for payment, substantiate invoice calculations, perform data entry, print vouchers and voucher approvals.
- Assemble vouchers with documentations for board meetings.
- Print warrants and prepare for mailing.
- Establish new vendors on system and acquire necessary documentation.
- Annually prepare 1099's for filing with the Internal Revenue Service.
- Research payment history by work order, general ledger number or vendor for District staff members.

Other Duties:

- Perform in a back-up capacity (payroll, purchase orders and inventory) as needed.
- Assist Finance staff when necessary.
- Must work directly or indirectly with District vendors on a regular, ongoing basis. Must provide a high level of professional, prompt, efficient, accurate, courteous, and reliable service in such a manner as to reflect favorably on the District and to ensure high quality service to District customers.
- Understand and demonstrate a commitment to the P. U. D.'s mission, vision, core values, and strategic plan.
- Adhere to all safety policies and procedures. Promote a safe work environment for all employees, contractors, and customers, in order to ensure a reliable workforce and an educated community.
- Be respectful of all employees and customers, listening to their requests and understanding their needs.
- Act as a responsible steward of public assets and trust. Foster open and honest communications, listen, and understand other perspectives.
- Foster teamwork and promote unity of the District and its departments.
- Perform other duties as assigned.



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Education, Experience, & Training Required

- Minimum 2 – 3 years of applicable experience. Working knowledge of accounting practices and methods required.
- A demonstrated ability to type at 45 wpm and operate 10-key adding machine.
- Ability to perform math related tasks.
- Ability to perform work in a detailed fashion.
- Working knowledge of Microsoft software such as Excel, Word, and Windows 7.
- Ability to communicate and work effectively with all levels of the organization and outside vendors, customers, etc.
- Ability to use independent and discretionary judgment; manage confidential information.

Other requirements if box is checked

- Valid driver license
- CDL Endorsement
- Professional license or registration
- Post-offer drug test
- Post-offer background check
- Apprenticeship or other education/training required as a condition of employment, progression or advancement

Physical Requirements

- Most working time is sedentary in nature, or standing/walking primarily in a controlled office environment. Occasional trips to other District work sites and other locations for project work, meetings, training, etc.
- Frequent use of a computer and exposure to terminal screens.
- Frequent repetitive hand/wrist motions and finger manipulation.
- Frequently handle material of moderate weight, up to 15 pounds and occasionally 35-40 pounds.
- There is occasional exposure to hazards or risk of injury that are primarily protected against or predictable.
- Typically requires use of one of more senses of medium intensity and long duration.
- Under regular pressure to meet deadlines, perform tasks with a high degree of accuracy, process a large volume of work and resolve issues related to business needs of the District.