San Pasqual Economic Development Corporation
Job Vacancy

Position Title: Accounts Payable Specialist	**Posting Date: 08/28/2026**
Position Reports to: Controller and CFO	**Employment Category: Full-Time/Non-Exempt**

Position Summary

We are looking for an AP/AR Specialist to join the team. This position is responsible for processing AP/AR transactions as well as reconciling and maintaining various accounts and ledgers, including accounts payable/receivable, vouchers, vendor/customer invoices, expense reimbursements, ledgers, statements, due to/due from billings, credit card transactions and other accounting duties as assigned.

The Accounts Payable Specialist will have exceptional organizational skills, is detailed oriented, and demonstrates strong interpersonal and communications skills and excellent customer service. The position assists the Controller and CFO with the bank reconciliations and maintaining various accounting files and records; support during the annual audit; prepare bank deposits and document all bank transactions. This position is also responsible for supporting the month-end close and annual audit.

The successful candidate will possess intermediate to advanced Excel skills, including proficiency with PivotTables, VLOOKUP/XLOOKUP, and other analytical functions. Experience with Power BI or similar business intelligence tools is an advantage. We are looking for someone with a strong desire to learn, grow professionally, and take on new challenges. The ability to adapt quickly to changing priorities and business requirements is essential.

Principal Duties and Responsibilities

- Heavy volume AP processing for multiple entities.
    - Processing of 50+ invoice per week for multiple entities
    - Coordinating of manager approvals for invoices
    - Prepare check runs for same
    - Sending new Vendor packets out and follow up as needed.
    - Entering new Vendors in system
    - Review vendor statements to ensure all invoices and credits are received.
    - Research of vendors issued discrepancies to reconcile vendor accounts.
    - Managing all correspondence with vendors
- Bank Reconciliations
    - Bank Reconciliations for multiple bank accounts and types.
    - Process banking transactions and prepare bank deposits.
        - Checking/sweep accounts
        - Money Market-CDs

- Credit card processing.
    - Reconcile the Credit card monthly transactions.
    - Entering all credit card transactions for company credits cards (Multiple)
        - Organizing and tracking all credit card receipts
        - Follow up as needed for missing receipts.
    - Reconciling credit card statements
- Requisitions
    - Ordering of all requests from multiple departments of multiple entities.
        - Coordinating requests from multiple departments & entities in compliance with requestion procedures.
        - Placing Amazon orders
        - Placing other vendor orders
            - May include research to find vendors that can supply items as needed that fit companies' vendor criteria.
- A/R
    - Preparing invoicing for various rental properties (5)
        - Follow up with renters as needed.
    - Posting of payments against accounts
    - Reconciling customer accounts as needed
    - Invoicing sub-company due to from
- Accounting assistant
    - Posting of various JE
    - Entering deposits and wires including intercompany transfers
    - Filing of all A/P documents and accounting documents
    - Various accounting ad hoc projects as needed including Audit assistance.
    - Substantiate financial transactions with supporting documentation.
    -
    - Recommend financial actions by analyzing accounting options.
    - Summarize current financial status by collecting information and preparing required financial reports as needed and requested.
    - Document financial transactions by entering account information.
    - Assist and support the annual financial statement audit.
    - Assist and support the month-end closing process.
    - Maintain financial security by following internal controls.
    - Other duties as assigned.[1]

[1] *Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities for this position at any time.*

Qualifications & Skills

REQUIRED EDUCATION / CERTIFICATIONS:

- Associate Degree in Accounting and 2 to 4 years of experience or equivalent combination of education and experience in accounting.

EXPERIENCE / QUALIFICATIONS / SKILLS

- Two to five years' experience in a business environment.
- At least two years' experience with banking and cash management responsibility.
- Some general accounting experience including month-end closing and financial statement preparation.
- Basic understanding of business terms, practices, or methods.
- Intermediate user skills of Microsoft Office modules (Word, and PowerPoint).
- Familiarity with the mathematical concepts of fractions, percentages, ratios, and proportions.
- Knowledge and experience using accounting database software, such as MIP, Sage Intacct, QuickBooks.
- Intermediate to advanced Excel skills
- BI or similar business intelligence tools is preferred but not required.

Internal applicants who are interested in the above position should contact Human Resources at hr@sanpasqualtribe.org to obtain an application. Completed applications, along with a current resume, must be submitted to hr@sanpasqualtribe.org.

In accordance with the San Pasqual Band of Mission Indians' Policies and Procedures, preference in hiring, transfers, and promotions shall be given to qualified applicants in the following order: 1. San Pasqual Band of Mission Indians Tribal Members. 2. Spouse of an enrolled Tribal Member who contributes to the household 3. San Pasqual Band of Mission Indians Lineal Descendants. 4. Other Native Americans 5. Non-Native Americans