

## **JOB DESCRIPTION**

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<b>POSITION TITLE:</b>	Accounts Payable Specialist
<b>LOCATION:</b>	HOPE Clinic Main
<b>REPORTS TO:</b>	Staff Accountant II
<b>EDUCATION:</b>	Minimum of an Associate Degree in Accounting; Bachelor Degree in Accounting is a plus!
<b>WORK EXPERIENCE:</b>	Minimum 2 years relevant work experience.
<b>SALARY RANGE:</b>	\$13-\$17/ hour
<b>FLSA STATUS:</b>	Non-Exempt
<b>POSITION TYPE:</b>	Full-Time
<b>LANGUAGE:</b>	Bilingual preferred.

*HOPE Clinic is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, creed, color, age, sex, religion or national origin.*

### **JOB SUMMARY:**

The Accounts Payable Specialist's role is to to complete payments, control expenses by receiving, processing, verifying, and reconciling invoices, and to provide accounting support to the finance department at HOPE Clinic.

### **DUTIES AND RESPONSIBILITIES:**

- Keep track of all payments and expenditures, including purchase orders, invoices, statements, etc.;
- Reconcile processed work by verifying entries and comparing system reports to balances;
- Pay vendors by monitoring discount opportunities, scheduling pay checks and ensure payment is received for outstanding credits;
- Monitor accounts to ensure payments are up to date;
- Review all invoices for appropriate documentation and approval prior to payment;
- Match invoices to checks, obtain all signatures for checks and distribute checks accordingly;
- Research and resolve invoice or payment discrepancies;
- Verify vendor accounts by reconciling monthly statements and related transactions;
- Respond to all vendor inquiries;
- Maintain copies of vouchers, invoices or correspondence necessary for files;
- Assist in month end closing;
- Protect organization's value by keeping information confidential;

- Perform other duties as assigned by Staff Accountant II and/or CFO to support HOPE Clinic's Mission, Vision, and Values.

#### **QUALIFICATION REQUIREMENTS:**

- Associate Degree in Accounting; BA in Accounting and prior accounting experience is a plus;
- Thorough understanding of Generally Accepted Accounting Principles (GAAP);
- Strong analytical and accounting skills;
- Thorough knowledge of applicable accounts payable/ general ledger system and procedures, financial chart of accounts and organization procedures;
- Intermediate to advanced experience with MS Word, MS Excel, MS Outlook;
- Must be able to effectively handle multiple responsibilities simultaneously in a deadline driven environment;
- Excellent verbal, written communication and interpersonal skills;
- Ability to work independently and as part of a team and take on new tasks with high level of difficulty;
- Must have strong work ethics and professional altitude;
- The individual will be expected to work with minimal up-front guidance and take ownership of his / her work product;
- Attention to detail and excellent data entry skills;
- Able to exhibit a high level of confidentiality.

#### **EDUCATION AND/OR EXPERIENCE:**

- Associate Degree in Accounting with minimum of 2 years of relevant experience;
- Experience in the medical field and non-profit administration is preferred.

#### **LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general grant guidance, technical procedures and governmental regulations. Ability to write meeting minutes, reports, and procedure manuals. Ability to effectively present information and respond to questions from management.

#### **MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

#### **REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instruction furnished in written, oral, diagram, or schedule form.

#### **LEADERSHIP RESPONSIBILITIES:**

This position does not have supervisory and/or direct people management responsibilities.

**WORK COMPLEXITY/INDEPENDENT JUDGEMENT:**

Many work tasks are often straightforward, routine, structured and guided by established policies and procedures. However, independent judgment is sometimes required in determining priorities, when situations require escalation, and if established methods and protocols do not exist.

**PROBLEM SOLVING:**

Decisions are made on routine matters affecting individuals usually within the confines of the job's own department. There are opportunities to provide ideas or suggest changes in administrative methods, procedures or services.

**COMMUNICATION/INTERACTIONS:**

Information sharing - give and receive information such as options, technical direction, instructions and reporting results. Interactions are with own supervisor(s), coworkers in own and other departments and providers

**PATIENT RELATIONSHIPS:**

Follows through with inquiries, requests and complaints. Forwards difficult and non-routine inquiries or requests to appropriate level for resolution.

**AMERICANS WITH DISABILITIES SPECIFICATION:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the essential duties of this job, the employee is regularly required to stand, sit, talk, hear, stoop, kneel, and use hands and fingers to operate a computer and telephone keyboard reach;
- Specific vision abilities required by this job include close vision requirements due to computer work;
- Light to moderate lifting (up to twenty pounds) is required;
- Ability to uphold the stress of assisting patients of diverse backgrounds;
- Regular, predictable attendance is required.

**WORKING/ENVIRONMENTAL CONDITIONS:**

Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements.

*HOPE Clinic is a smoke-free and dru-free workplace in compliance with federal guidelines.*