



Accounts Payable Clerk

Job Code: APC - 107
Revision Date: Dec 21, 2018

Salary Range:
\$13.10 - \$21.42 Hourly
\$1,048.00 - \$1,713.60 Biweekly
\$27,238.00 - \$44,558.00 Annually

FLSA: Non-Exempt

Overview

We are an agency committed to innovative behavioral health services in trauma-informed care that promote healing and recovery to instill a sense of empowerment and foster a lifelong sense of resilience.

General Description

The purpose of this job is to process the center's payments accurately and timely, in accordance with the center's purchasing policy. Performs complex accounts payable (A/P) work which includes the posting, balancing, summarizing, and reconciling of vendor reports. Ensures that invoices contain the proper approvals, authorizations, and purchase orders prior to processing for payment. Position involves the coding and data entry of A/P invoices for payment processing. Performs check processing, monthly accruals, and will assist in all A/P functions.

This class works under close to general supervision according to set procedures but determines how or when to complete tasks.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.

- Processes center's Accounts Payable transactions in accordance with the center's purchasing policy and the contract service agreement.
- Prepares and reconciles external provider payments.
- Prepares miscellaneous Accounts Payable monthly accruals.
- Monitors Accounts Payable aging to ensure payments are up to date.
- Processes transactions reports (aging, payment, etc.) after data entry.
- Resolves account discrepancies; receiving & reviewing purchase orders, check requests and/or other related documentation for completeness and compliance with financial policies, procedures and contractual requirements.

- Performs calculations to determine appropriate payment schedules and amounts and make modifications as necessary; code, verify and electronically enter accounts payable data into Anasazi system; follow up on account statements and other discrepancies regarding payment.
- Ensure the confidentiality and security of all financial files.
- Performs other duties as assigned.

Minimum Education and Experience Requirements

Requires an Associate's degree in accounting, business administration, finance or related field supplemented by two (2) years of experience in Accounts Payable or three years full time employment in an accounting or auditing environment; or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

Experience with trauma-informed services; cognitive behavioral therapies, including DBT; and motivational therapies including the use of incentives, preferred.

Required Knowledge and Abilities

Knowledge of trauma-informed theories, principals, and practices (includes multi-faceted understanding of concepts such as community trauma, intergenerational and historical trauma, parallel processes, and universal precautions), preferred.

Physical Demands

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

Unavoidable Hazards (Work Environment)

- None

Special Certifications and Licenses

- Must possess and maintain a valid state Driver License with an acceptable driving record.
- Must be able to pass a TB, criminal background and drug screen

Americans with Disabilities Act Compliance

Emergence Health Network is an Equal Opportunity Employer. ADA requires Emergence Health Network to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Other Job Characteristics

- Staffing requirements, including criteria that staff have diverse disciplinary backgrounds, have necessary State required license and accreditation, and are culturally and linguistically trained to serve the needs of the clinic's patient population.
- Credentialed, certified, and licensed professionals with adequate training in person-centered, family centered, trauma informed, culturally-competent and recovery-oriented care.

Note: This Class Description does not constitute an employment agreement between Emergence Health Network and an employee and is subject to change by the Emergence Health Network as its needs change.