

 Oroville Hospital	Job Description for Lead Accounts Payable Clerk	Department:	Accounting
		Dept. #:	8510
		Last Updated:	5/21/08

Reports To

Controller

Job Summary

Oversee the timely and accurate processing of accounts payable within the prescribed timeframe and in compliance with hospital and departmental policies and procedures.

Duties

Accounts Payable Clerk

1. Receives and matches invoices, statements, and purchase orders
2. Verifies prices and amounts received with invoices to ensure proper payments to vendors
3. Enters invoices via computer terminal in accounts payable subsystem by department and vendor
4. Enters in A/P subsystem payment dates to ensure timely payment to take advantage of discounts
5. Type demand checks after ensuring proper documentation and approval
6. Research problems raised by Department Heads, vendors, and Administration
7. Using the computerized Cash Requirements report, selects those accounts for payment and has computer printed check prepared. Also has checks prepared as requested by Patient Accounts
8. Verifies accuracy of checks, attaches appropriate documentation and forwards checks for approval
9. Works with Purchasing and other departments to obtain proper documentation for invoices
10. Uses computer access for inquiry regarding status of invoices and payments. Maintains vendor and check files

Lead Duties

1. Oversee the timely and accurate processing of company accounts payable within the prescribed timeframe
2. Ensure that department productivity standards and goals are met
3. Regularly review and reconcile vendor accounts
4. Maintain the integrity and confidentiality of the information within accounts payable department
5. Develop and constantly strive to improve the accounts payable process
6. Provide accurate and timely reports as needed by the Controller, CFO, etc...
7. Responsible for training and cross-training within the accounts payable department

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8. Bring forth issues and concerns raised by accounts payable department to controller
9. Ensure that department hours of coverage are met as determined by the Controller
10. To create and promote a positive work environment within accounts payable department and throughout the finance department
11. To promote a positive attitude and professional work ethic at all times when interacting with vendors, managers, and employees
12. To ensure that hospital and finance department policies are followed within the accounts payable department
13. To create and maintain a seamless integration of the accounts payable department with the rest of the finance department
14. To perform other duties as assigned

Qualifications

1. High school graduate or equivalent
2. Courses or experience in accounting/bookkeeping preferred
3. Accurate use of calculator and typewriter
4. Ability to use computer terminal
5. Aptitudes and ability to resolve problems and work well with a variety of people
6. Two years experience as an Accounts Payable Clerk

Lifting Requirements

Sedentary- generally not more than 10 lbs. maximum and occasionally lifting and/or carrying such articles as ledgers, files and small items.