



Job Title: Accounts Payable Specialist	Department: Accounting	Effective Date: January 01, 2024
Reports to: Accounting Manager	Direct Reports: N/A	FLSA: Non-Exempt
Working Conditions: Normal, no adverse or hazardous conditions.		

Primary Purpose:

Responsible for the accounts payable and accounts receivable functions and other aspects of financial reporting.

Principal Duties and Responsibilities (* = essential functions):

- Reconciles incoming IPA capitation and reviews claims deductions for accuracy*
- Processes accounts payable and accounts receivable functions including issuing checks, processing imports, and positive pay management.
 - Processes invoices, expense reports, and other Company bills for payment.
 - Prepares all invoices and processes check runs for the Company and each IPA weekly.
 - Communicate payment status with vendors and management. Collects information from other departments to complete invoices.
 - Perform data entry as required.
 - Submit positive paycheck issue files before check mailing.
 - Review positive pay exceptions daily before applicable bank processing times.
- Assists in preparing monthly closing entries for the preparation of monthly interim financial statements following GAAP.*
- Assists in producing Company and IPA reports as requested.
- Process IPA and MSO bank deposits.
- Perform other duties as assigned.

Qualifications

- Knowledge of Generally Accepted Accounting Principles (GAAP)
- Requires ability to manage multiple job assignments and attention to detail
- Requires strong written and oral communication skills and the ability to make informed, well-thought-out decisions.
- Requires exceptional interpersonal skills, including the ability to benchmark workplace civility and promote a positive work environment.
- Requires strong computer competency, in Word, Excel, and Sage.



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Position Performance Criteria:

1. **Technical** – Strong knowledge of Sage accounting software, Word (for mass communications and merging), and Excel (for data analysis)
2. **Communication** – Communicates, professionally, and respectfully to peers, superiors, subordinates, and clients. Provides constructive feedback on work projects assigned.
3. **Reliability** – Can be counted upon to get the job done correctly and within the required timeframe. Competently performs position requirements with minimal supervision and direction, including taking initiative and assuming responsibility for follow-through. Demonstrates high reliability through consistent punctuality and attendance.
4. **Productivity, Organization, and the Ability to Prioritize, Manage Projects, and Meet Deadlines** – Completes tasks and projects assigned in a timely and efficient manner, organizing work assignments and working independently, meaningfully prioritizing tasks and projects assigned.
5. **Teambuilding and Management Skills** – Effectively hires, trains, and motivates a team of competent individuals to effectively accomplish the goals of the Accounting Department in harmony with the Company's goals, as well as effectively leads or participates in ad hoc teams as formed for special events.
6. **Workplace Civility and Professionalism** – Contributes to a fair and professional working environment through management style and personal example. Demonstrates overall professionalism in attitude, demeanor, and personal appearance

Hourly Rate \$25 - \$33.50