

Mental Health Resource Center (MHRC) and Renaissance Behavioral Health Systems (RBHS) are seeking an Accounts Payable Specialist to work at our corporate office in Jacksonville, Florida.

The Accounts Payable Specialist is responsible for compiling accounts payable data for preparation and reconciliation of incoming invoices for payment.

Responsibilities of the position include but are not limited to:

- Reviews and prepares all vendor invoices for payment to include:
 - Coding for general ledger number and vendor number
 - Preparing payment allocations according to budget for invoices
- Enters into system invoices to be paid and processes checks
- Follows up on all past due invoices
- Receives and distributes departmental mail. Distributes invoices to appropriate managers for approval. Maintains computerized mail log for all incoming and outgoing invoices
- Reviews and prepares all travel vouchers and check requests for payment
- Reviews and prepares all contractor pay vouchers for payment
- Mails checks with associated backup and stubs and distributes checks to employees.
- Performs necessary communication with vendors
- Maintains the accounts payable files
- Prepares copies of checks, invoices and backup documentation for accountants
- Prepares RBHS and MHRC daily deposits
- Learn and assist with preparation of payroll as needed and directed.

Position Requirements:

- In order to be considered, candidates must have a high school diploma or equivalent **and** one year of computerized Accounts Payable experience
- Experience in Navigator preferred. Proficiency in Navigator software computer systems must be demonstrated within three months of employment
- Proficiency in Microsoft Office Programs including Excel, Outlook and use of the Internet required
- Strong communication skills and writing skills are essential. This individual must be able to interact appropriately with internal and external customers, including employees, supervisory staff, and other department professionals
- Documentation, paperwork and system entries must meet internal and external guidelines for content, accuracy and timeliness

Position Details:

- This position is a Full Time position: Monday through Friday, Days.
- This position includes a comprehensive benefits package.