

Job Summary

The Accounts Payable Clerk will generally be responsible for processing invoices and recommending the issuance of payments to vendors. The Accounts Payable Clerk will review, scan, process, and record accounts payable information accurately and consistently in the accounting system. The Accounts Payable Clerk will handle vendor calls and payments. Additionally, the Accounts Payable Clerk will be required to accurately track and apply credits from vendors and reconcile vendor accounts if a discrepancy in a balance arises. The Accounts Payable Clerk will prepare schedules and reports for Auditors and Management.

Job Responsibilities

- Reports to the Controller. Interacts with staff, visitors, providers, and others.
- Review, process, and ensure accuracy and completeness of invoices in a timely manner.
- Collaborate with the Controller, purchasing, and various departments to resolve invoice discrepancies, outstanding payments and clarify accounting related issues on a timely basis.
- Provide timely reconciliation assistance and professional customer service to both internal business partners and external vendors.
- Oversees and maintains vendor records and assures timely posting of Accounts Payable and payments.
- Provide support for external reporting and audit needs.
- Prepares necessary materials for regular audits and assists independent auditors in performing their field work.
- Set up, use and maintain spreadsheet applications.
- Performs various projects, special assignments and report generation as requested.
- Assist with 1099 filing and reporting at year end.
- Compiles statistical information as required and prepares reports for administration, government and other third party agencies.
- Maintains department records and directs filing and storage procedures.
- Maintains and submits sales and use taxes to state for all applicable invoices.
- Complies with established hospital policies and procedures and communication codes.
- Performs other duties as assigned.
- Ability to problem solve and determine best course of action.
- Work as a team member.

Qualifications

- High School Diploma required, Accounting/Business degree given preference, preferably in accounting/business area
- Prior experience as an accounts payable clerk or bookkeeper
- Thorough analytical and accounting skills – detailed oriented.
- Ability to handle many assignments, professional and effective communication skills, maintain confidentiality.
- Proficient with Microsoft Office (Word, Excel, Outlook).
- Ability to work across different levels of an organization.
- Time Management Skills.

Skills and Abilities

- Must be able to concentrate and maintain accuracy during constant interruptions.
- Must possess independent decision-making ability.
- Must possess the ability to prioritize job duties.
- Must be able to adapt to changes in the workplace.
- Must be able to organize and complete assigned tasks.
- Must possess excellent written and verbal communication skills.

Job

Please select a valid job field

Primary Locations

Grantsville, WV

Schedule

Per diem

Shift

Day Job