



VALLEY HEALTH TEAM
LIVE BETTER. VIVE MEJOR.
JOB DESCRIPTION

POSITION:	ACCOUNTS PAYABLE
REPORTS TO:	CONTROLLER
POSITIONS SUPERVISED:	NONE
CLASS:	REGULAR
CAT:	FULL-TIME
	NON-EXEMPT

BASIC FUNCTIONS:

Under the supervision of the Controller, Accounts Payable maintains the payables, general ledger accounting system and other financial records of Valley Health Team, Inc. Experience in management and accounting with sufficient knowledge, skills, and experience to accomplish necessary tasks of the position is required.

Ensures accounts meet VHT policies and procedures. Works closely with other members of the management team to ensure compliance with imposed rules and regulations which are dictated by funding sources.

DUTIES AND RESPONSIBILITIES:

1. Review source documents such as: invoices, purchase orders, and packing slips for completeness and accuracy.
2. Responsible for account payable accruals, prepaid, other schedules.
3. Review all incoming documentation (invoices, expense reports, check requests, etc.) to ensure that complete and accurate information is provided including appropriate signature authorization, account coding, payee information, status, and payment due date.
4. Enter and process all payables and issue checks to vendors for weekly check run.
5. Process void and manual checks.
6. Maintain and update the accounts payable vendor file (e.g., set up new vendors, address changes, etc.).
7. Produce appropriate reports to verify data.
8. File vendor voucher checks on a timely manner.
9. Verify vendor/consultant contracts and ensure that payments are made in accordance with them.
10. Prepare and distribute 1099s at the end of the calendar year.
11. Verify accounts by reconciling statements and transactions.
12. Resolve account discrepancies by investigating documentation; issuing stop payments, payments or adjustments.
13. Prior to processing of any check, provide a specific and current pre-check register list to the Director of Finance for review in concurring processing of payment.
14. Prepare special reports as requested by management.
15. On a temporary basis, may be required to work at any satellite facility.
16. Contribute to team effort by assisting other departments as needed and while maintaining confidentiality of VHT's business.
17. Work cooperatively with all staff members and outside sources in a professional manner to deliver a high level of service.
18. Observe and practice all VHT Patient Experience Service Standards as outlined in "World Class Practices: My Commitment to Care (which I have read and signed). Practice CICARE when interacting with patients, their families, visitors, or internal customers.
19. Practice CICARE phone etiquette during all phone interactions.
20. Always exercise courtesy whenever patients, family members, visitors and co-workers are present.
21. Respect privacy and dignity of our patients, family members, visitors and co-workers.
22. Maintain professionalism in the presence of patients, their families, visitors and co-workers.

23. Act as a role model, verbally and behaviorally demonstrating skill, enthusiasm, positive problem solving, commitment and loyalty to the profession and the organization.
24. Assist in Month-end and Year-end closing and Audits.
25. Follow applicable regulations: Joint Commission, OSHA, HIPAA, and CLIA.
26. Serves and protects the practice by adhering to professional standards, policies and procedures, federal, state, and local requirements, and The Joint Commission Accreditation of Healthcare Organization standards.
27. Perform other related duties, which may be inclusive, but not listed in the job description.

MINIMUM QUALIFICATIONS:

1. Associates Degree (AA) from an accredited college or university in Accounting or related field
2. Minimum three (3) years in related experience and/or training (or equivalent combination of education and experience)
3. Minimum two (2) years work experience in a Health Care setting with multiple sites strongly preferred.
4. Be self-motivated and have the ability to prioritize work and meet deadlines
5. General computer skills with demonstrated proficiency with MS Office Suite (e.g. Word, Excel, Access, Visio, etc.)
6. Modern office practices and procedures (including email)
7. Be self-motivated and have the ability to prioritize work and meet deadlines
8. Strong customer services skills (preferable within a service industry) and maintain an effective and positive working relationship with staff and customers
9. Excellent oral and written communication skills – be able to provide information in a clear and concise manner
10. Advance to expert experience and knowledge of accounting software is required
11. Experience with MAS 100 is strongly preferred
12. Experience with accounts payable, accruals, prepaid and general ledger
13. Ability to be flexible with work schedule and available to work at all site locations
14. Must have own transportation, valid California Driver's License and current proof of automobile insurance coverage.
15. Demonstrated ability to provide world-class patient experience using CICARE principles and practices. Ability to be proactive and to go above and beyond the call of duty; take initiative to provide a world class patient experience in all encounters via email, phone or in person.

TYPICAL WORKING CONDITIONS: The office setting is a normal work environment. Occasionally work during early morning, evening or weekend. May be subjected to temperature variances in the office.

TYPICAL PHYSICAL DEMANDS: Requires sitting, standing, or walking for up to eight hours a day. Some bending, stretching, or reaching may be necessary. Lifting up to 40 pounds may be required on occasion. Vision must be correctable to 20/20 and hearing must be in the normal range for telephone contact.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may come in contact with hazardous equipment such as liquid nitrogen, cleaning agents, and sharps. The noise level in the work environment is usually moderate but may become excessively loud with the increased patient flow during a busy clinic day.

I, the employee, understand the responsibilities and standards of my position as listed above, and I agree to fulfill them to the best of my ability. I understand I am an at-will employee and can be terminated at any time with or without cause. I also understand the Valley Health Team Inc. will not be responsible in any manner for termination's which are due to defunding of Federal or State Contracts. I also agree that the VHT Board of Directors have the right to modify the Personnel Policies which govern my employment at any time.

This organization is an Equal Opportunity Employer. It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, or other protected classification.

Employee's Signature

Date