

LAKE COUNTY TRIBAL HEALTH CONSORTIUM, INC.

JOB DESCRIPTION

TITLE: ACCOUNTS PAYABLE COORDINATOR
DEPARTMENT: FISCAL
SUPERVISOR: FISCAL DIRECTOR
CLASSIFICATION: NON-EXEMPT FULL-TIME

POSITION SUMMARY:

The Accounts Payable Coordinator is under the direct supervision of the Chief Financial Officer with indirect reporting to others. This position performs a variety of general accounting clerical functions including the following: process and file accounts payable invoices and checks, assist with monthly processing of general ledger journal entries, make all travel arrangements, make weekly deposits, and provide support to finance department as needed.

ESSENTIAL JOB FUNCTIONS:

- Timely accounts payable inputs, processing, research and review in accordance with fiscal policies.
- Familiarity with the accounts utilized to provide an adequate basis for reviewing the coding of invoices and bring any deficiencies to the attention of the appropriate personnel.
- Prepare an accounts payable listing at closing each month, check agreement to the accounts payable account on the trial balance and then provide a copy to the appropriate staff accountant for inclusion in the monthly entity files.
- Investigate and resolve invoice discrepancies by contacting vendors and/or LCTHC personnel.
- Assist with the analysis of accounting records and prepare a variety of routine journal entries in good order.
- Preparation of special reports required by management or third party entities.
- Accurately file accounts payable and general accounting records and documents.
- Preparation and updating of all necessary audit information files, and providing any required assistance during the interim and final audit.
- Preparation and issuance of the required 1099's (all applicable company vendors).
- Handle other A/P related administrative responsibilities as assigned.
- Support continuous process improvements to Fiscal and overall LCTHC objectives
- Perform daily cash reconciliation.
- Make weekly deposits to the bank.
- Perform other duties and support to the Finance Department as assigned.

EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:

- AA Degree in Accounting or Business Administration and/or at least 2 years of demonstrated experience in Accounts Payable.
- Experience handling a high volume of payables with strong accuracy.
- General accounting principles including, account reconciliation and journal entry preparation.
- Coding and handling of accounts payable 1099 forms. Bank account management preferred.
- Experience working with vendors and researching issues.
- Time management, multi-tasking and organizational skills.
- Perform complex and repetitive tasks.
- Understand and carry out oral and written instructions.
- Maintain a fast work pace and high volume work load. Work under pressure to meet established deadlines.
- Operate ten key by touch. Perform data entry for extended periods of time.
- Computer skills. Proficient with Microsoft Office products including Excel and Word.
- Maintain harmonious and cooperative working relationships with other LCTHC employees and the public.
- Be a strong team player and able to take initiative on projects.

All LCTHC employees are expected to:

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the LCTHC policies and procedures as they may from time to time be updated.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. **Sitting / Mobility:** Approximately 80% of time is spent working at a desk. **Balance of time (approximately 20%)** is spent moving around work areas. **Communication:** Ability to effectively communicate with co-workers, Board members, members of outside agencies, in person, by telephone, and by email. **Vision:** Ability to effectively use a computer screen and interpret printed materials, memos, and other appropriate paperwork. **Lifting / Carrying:** Ability to occasionally lift and/or move objects weighing no more than 25 pounds. **Stooping / Kneeling:** Ability to access files/stock supplies in low cabinets and shelves. **Reaching / Handling:** Ability to input information into computer systems and retrieve and work with appropriate paperwork, equipment, and supplies. Use of standard office equipment, including computer, telephone, calculator, copiers, and fax. Work is performed in an office/clinic environment; continuous contact with other staff and the public.

INDIAN PREFERENCE: Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Indian Preference, Lake County Tribal Health Consortium, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT: LCTHC is committed to maintaining a drug free and alcohol free workplace. LCTHC believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and success of LCTHC. Employees who are under the influence compromise LCTHC’S interests, endanger their own and the health and safety of others and can cause a number of other work-related problems. As a condition of employment, each applicant receiving a job offer from LCTHC must take and pass a required drug screen test.

HIPAA Health Insurance Portability and Accountability:

This act was enacted to deal with three main areas with regard to patient information.

- Security of health information
- Standards of electronic transactions
- Privacy of individually identifiable health information

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.

Lake County Tribal Health is an At-Will Employer. Either the employee or LCTHC can terminate the employment at will, without advance notice, at any time, with or without cause.

I have read and understand all aspects of this job description

Employee Signature

Date

Supervisor/Dept. Manager

Date

HR Signature

Date