



Elbowoods Memorial Healthcare Center

1058 College Drive
New Town, ND 58763-9112
(701) 627-4750

EXEMPT _____
NON-EXEMPT X

POSITION DESCRIPTION

POSITION: ACCOUNTS PAYABLE SPECIALIST ASSISTANT - Administration
RESPONSIBLE TO: ACCOUNTS PAYABLE SPECIALIST
SALARY: Starting salary will be determined by funding, Experience and training level.
CLASSIFICATION: Non-Management, Regular, Part-Time, Non-Exempt
LOCATION: Elbowoods Memorial Health Center

POSITION SUMMARY: Generally responsible for processing invoices and issuing payments, Travel requests, Travel close-outs and other Clerical Tasks related to the effective maintenance and processing of Accounts Payable transactions. Candidate for this position must have the highest attention to detail and accuracy. Communication via email, telephone and in person are conducted on a daily basis.

RESPONSIBILITIES AND DUTIES:

1. Maintains all correspondence and documentation of non-patient bills for EMHC and field clinics.
2. Maintain the cuff accounts ledger for all payments and reconciliations made for EMHC and field clinics.
3. Reconciles processed work by verifying entries and comparing system reports to balances.
4. Charges expenses to accounts by analyzing invoice/expense reports; recording entries.
5. Pays vendors by monitoring discount opportunities; verifying federal id numbers; scheduling and preparing checks; resolving purchase order, contract, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos; issuing stop-payments or purchase order amendments.
6. Works closely in conjunction with outside companies regarding bills and correspondence.
7. Work closely with EMHC Procurement Dept. for validation of Invoice orders, returns and all necessary information needed to proceed with Account Activity on discrepancies.
8. Performs on a timely basis the payment of all bills via telephone and correspondence according to organization policy and procedures.
9. Assist with EMHC Staff employee Travel plans, reserve accommodation, conference fee processing if applicable.
10. Routes and maintain EMHC Staff employee travel files; assist with Travel Closeout.
11. Maintain historical records; creating folders for retention of records.
12. Demonstrates respect and understanding of confidentiality for patients, staff and others according to EMHC policy and HIPAA regulations.
13. Ability to cross-train to within the Administration Department.
14. Perform other duties as assigned.

Job Description
Accounts Payable Specialist Assistant – Administration

EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:

1. High School Diploma or equivalent, GED **REQUIRED**. *Must submit copy of degree or transcripts with application.*
2. Efficient organizational skill and successful completion of tasks under continuing pressure, to meet the deadlines.
3. Must be able to interact positively with co-workers, follow instructions, and handle sensitive situations with tact.
4. Ability to interact with patients and members of the public with patience, courtesy and professionalism on all communication levels.
5. Ability to handle routine tasks daily.
6. Must be responsible, dependable, and punctual.
7. Must have budget maintenance and tracking knowledge.
8. Proficient in Microsoft Office Suite: Word, Excel, Outlook, etc. **REQUIRED**.
9. Must be able to maintain confidentiality of information, **REQUIRED**.
10. Must have an acceptable motor vehicle record. A copy of driver's license and verification of driver's record from the North Dakota Department of Motor Vehicle, **REQUIRED**.
11. Must submit and clear Criminal Records Background Check, **REQUIRED**.
12. Must submit to an Alcohol/drug screen and random testing per policy, **REQUIRED**.
13. Indian Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*
14. Veterans Preference will apply. *Must submit documentation with application to qualify for Veterans Preference.*

PHYSICAL DEMANDS/WORK CONDITIONS:

1. The work is sedentary but occasionally requires recurrent standing to perform tasks, walking between the different sections of the facilities, and reaching and bending to obtain supplies and operate systems.

SUPERVISORY REQUIREMENTS:

1. The requirement for managing of others does not exist.

WORKING CONDITIONS:

1. Work is performed in an office environment with varying conditions of noise level, temperature, and illumination.
2. Requires prolonged sitting.
3. Occasionally lifts up to 25 pounds of materials.
4. Requires eye-hand coordination and manual dexterity sufficient to operate keyboard, computer and other office equipment.
5. Work situations may be stressful and require irregular hours.
6. Potential exposure to blood and other hazardous material, communicable disease, and other conditions common in a health care environment.

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR THREE AFFILIATED TRIBES HEALTH CARE CENTER POSITIONS.

Currently there are limited housing units available with no relocation assistance.

Please Note: If requirements are not met, i.e. submissions of resume in lieu of a Three Affiliated Tribes application, or not including a required certification or document, your application will not be reviewed and will be disqualified. We do not accept scanned or faxed copies.

Indian Preference will apply: In accordance with Three Affiliated Tribes policy, priority in selection will be given to qualified applicants who provide proof of eligibility for “Indian Preference”.

Veterans Preference will apply: In accordance with Three Affiliated Tribes policy, priority in selection will be given to qualified applicants who provide proof of eligibility for “Veteran’s Preference”.

Applications will not be returned.