



Elbowoods Memorial Health Center

1251 Elbowoods Loop

New Town, ND 58763-4400

(701) 627-4750

Fax: (701) 627-2809

EXEMPT _____
NON-EXEMPT X

POSITION DESCRIPTION

POSITION: Accounts Payable Assistant
REPORTS TO: Accounts Payable Specialist
DEPARTMENT: Administration
SALARY: \$20.00 – 30.00 DOE/DOQ
CLASSIFICATION: Non-Management, Regular, Full-time
TELEWORK ELIGIBLE: Yes, as determined by policy
DUTY STATION: Elbowoods Memorial Health Center
New Town, North Dakota

POSITION SUMMARY:

The Accounts Payable Assistant is directly responsible to the Accounts Payable Specialist with the overall accountability to the EMHC CEO. 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.

ESSENTIAL DUTIES:

- Maintains all correspondence and documentation of non-patient bills for EMHC and field clinics;
- Maintain the cuff accounts ledger for all payments and reconciliations made for EMHC and field clinics;
- Reconciles processed work by verifying entries and comparing system reports to balances;
- Charges expenses to accounts by analyzing invoice/expense reports; recording entries;
- 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;
- Works closely in conjunction with outside companies regarding bills and correspondence;

Date Approved:

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- Work closely with EMHC Procurement Dept. for validation of Invoice orders, returns and all necessary information needed to proceed with Account Activity on discrepancies;
- Performs on a timely basis the payment of all bills via telephone and correspondence according to organization policy and procedures;
- Assist with EMHC Staff employee Travel plans, reserve accommodation, conference fee processing if applicable;
- Routes and maintain EMHC Staff employee travel files; assist with Travel Closeout;
- Maintain historical records; creating folders for retention of records;
- Demonstrates respect and understanding of confidentiality for patients, staff and others according to EMHC policy and HIPAA regulations;
- Ability to cross-train to within the Administration Department;
- Represents EMHC in a highly professional matter;
- Demonstrates respect and understanding of confidentiality for patients, staff and others according to policy and HIPAA regulation;
- Participates in EMHC staff meetings, assigned committees, community events, and other meetings as instructed or deemed necessary;
- Actively strives to educate the community on the mission, vision and values of EMHC in a positive approach to assist in the growth of the organization and assist our community in its healthcare needs;
- Adheres to and abides the policies and procedures of the MHA Nation and of the Elbowoods Memorial Health Center;
- Adheres to the Mission, Vision and Values of the Elbowoods Memorial Health Center; and
- Attend training as required.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

SUPERVISORY REQUIREMENTS:

- The requirement for managing of others does not exist.

QUALIFICATIONS, EXPERIENCE, EDUCATION:

- Must have a High School Diploma or equivalent, GED; **REQUIRED**
- Efficient organizational skill and successful completion of tasks under continuing pressure, to meet the deadlines.
- Must be able to interact positively with co-workers, follow instructions, and handle sensitive situations with tact.
- Must have excellent communication skills and pay attention to detail;
- Cognitive knowledge, skills, abilities as related to the position;
- Computer literate and basic proficiency with Microsoft Office and other database software. ie. RPMS/EHR;
- Knowledge of principles and practices of the organization;
- Operate standard office equipment;

- Familiarity with MHA Nation culture, values, and traditions;
- Must be punctual, reliable, dependable, and able to maintain confidentiality;
- Must have a valid driver's license and an acceptable motor vehicle record from the North Dakota Department of Motor Vehicle;
- Must submit to a Criminal Records Background Check;
- Must submit to an Alcohol/Drug Screen and random testing as per policy.

WORKING CONDITIONS:

- Work is performed in an office environment with varying conditions of noise level, temperature, and illumination.
- Requires eye-hand coordination and manual dexterity sufficient to operate keyboard, computer and other office equipment.
- Work situations may be stressful and require irregular hours.
- Potential exposure to blood and other hazardous material, communicable diseases, and other conditions common in a health care environment.
- Work is performed inside with exposure to unpredictable crisis situations.
- Shift work may be required.
- Extensive walking is required since interaction between all disciplines within the health care operations and management is required.
- Travel may be required to accomplish organizational goals.
- Telework is a privilege not a right. Management can revoke the telework option at any time which will require the work to be performed onsite.
- Telework travel reimbursement is reviewed on a case-by-case basis only.

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.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job:
 - the employee is regularly required to stand; walk; use hands to handle or feel; reach with hands and arms; and talk or hear.
 - The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl.
 - The employee must regularly lift and/or move up to 50 pounds.
 - Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
 - Must be alert, oriented, ability to perform with accuracy and be self-conscious of surroundings at all times.

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.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.

PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE AGENCY ENROLLED.

All interested persons must submit the following information:

Job Application (found on MHA Website)

Questionnaire for Designated Child Care Positions (found on MHA Website)

Copies of:

- ✓ Diplomas/Certificates and Transcripts;
- ✓ 2 Forms of ID: (1 Driver License and/or State Issued ID) and 1 Other;
- ✓ Indian or Veteran Preference documents (If applicable);

Submit all necessary information to the following addresses:

Three Affiliated Tribes/MHA Nation
Human Resource Department
404 Frontage Road
New Town, ND 58763
Ph# 701-627-4781
Fax# 701-627-2960
Email: recruitment@mhanation.com