

**JOB TITLE:** BOOKKEEPING / ACCOUNTS PAYABLE CLERK

**DEPARTMENT:** ACCOUNTING

**REPORTS TO:** CHIEF FINANCIAL OFFICER

**JOB SUMMARY:**

The Accounting / Accounts Payable Clerk is responsible for assisting with posting and processing of accounting transactions to include, but not limited to, check requests, refund check requests and check disbursements. Knowledge of accounting systems and basic mathematics is fundamental in this role.

**POSITION ACCOUNTABILITIES:**

* Commitment to perform all job responsibilities in accordance with the philosophy and mission statement of USA. Honest, ethical, professional behavior is a condition of employment.
* Ability to establish and maintain effective working relationships while maintaining confidentiality
* Processes approved patient and insurance refunds
* Sorts, code, alphabetizes, verifies bills, charge slips, and receipts
* Organizes purchase orders, matches purchase orders with invoices, ensures invoices are properly approved
* Processes and mails accounts payable checks, maintains, scans and files paid invoices in a timely and efficient manner
* Records daily financial transactions
* Updates general ledger
* Maintains and files documents for taxation compliance
* Processes 1099’s at year end to appropriate vendors and independent contractors
* Prepares business mileage reimbursements for processing
* Responsible for company-wide general office supplies – order, receive and prepare invoices for A/P
* Post automatic bank transactions to general ledger on a monthly basis
* Maintains strictest of confidentiality at all times
* Performs all other duties as assigned

**PHYSICAL REQUIREMENTS:**

The physical requirements listed are representative of those that may be faced by an Accounting / Accounts Payable Clerk throughout their scope of employment. To conduct this position properly, applicants must be able to complete the following list of physical tasks. Reasonable accommodation will be available for those individuals with disabilities, and are not able to complete the following tasks.

* Sitting or standing for prolonged periods of time
* Bending and reaching
* Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus as needed

**QUALIFICATIONS:**

* High School Diploma or equivalent
* Minimum of 2 years’ experience in accounting and/or accounts payable role
* Excellent written and verbal communication skills with analytical abilities

**The above duties are intended to describe the general nature and level of work performed. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of an employee so classified.**

**University Surgical Associates is an at will employer. Your employment with University Surgical Associates is for an indefinite period of time and it is subject to termination by you or University Surgical Associates with or without cause, with or without notice, and at any time**

**Employee Signature: Date:**

**Supervisor Signature: Date:**