

POSITION OPENING

POSITION: Accounts Payable Rep	STATUS: Full Time
DEPARTMENT: Finance	HRS/PAY: 75.0 hrs/pay
SUPERVISOR: Adam Beveridge	JOB GRADE: C8

RESPONSIBILITIES

- Process high-volume vendor invoices, credit memos, and payment requests with accuracy and efficiency
- Match invoices to purchase orders and check requests
- Verify proper approvals and coding in accordance with hospital policies
- Maintain vendor records and resolve discrepancies or billing issues
- Prepare and process weekly check runs, ACH, and online electronic payments
- Maintain organized electronic and paper records
- Respond to vendor inquiries and internal department requests professionally
- Ensure compliance with internal controls, audit requirements, and healthcare regulations
- Assist with year-end audits, 1099 Filings, and special accounting projects as needed
- Maintain confidentiality of financial and patient-related information (HIPAA awareness)

JOB DESCRIPTION

Job description outlining responsibilities and qualifications is available in Human Resources. Application for the position indicating qualifications can be written or e-mailed and must be submitted to Kristen Price, Human Resource Director.

Date Needed To Start: TBD

Posting Period: 02/10/2026 - 02/15/2026

Application Deadline: Noon on 02/16/2026