

## POSITION OPENING

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