

 Oroville Hospital	<b>Job Description for Accounts Payable Clerk</b>	Department:	<b>Accounting</b>
		Dept.#:	<b>8530</b>
		Last Updated:	<b>7/21/08</b>

### **Reports To**

Chief Financial Officer

### **Job Summary**

The Accounts Payable Clerk is responsible for verifying prices and amounts received with invoices to ensure proper payments to vendors.

### **Duties**

1. Receives and matches invoices, statements, and purchase orders
2. Verifies prices and amounts received with invoices to ensure proper payments to vendors
3. Enters invoices via computer terminal in accounts payable subsystem by department and vendor
4. Enters in A/P subsystem payment dates to ensure timely payment to take advantage of discounts
5. Type demand checks after ensuring proper documentation and approval
6. Research problems raised by Department Heads, vendors, and Administration
7. Using the computerized Cash Requirements report, selects those accounts for payment and has computer printed check prepared. Also has checks prepared as requested by Patient Accounts
8. Verifies accuracy of checks, attaches appropriate documentation and forwards checks for approval
9. Works with Purchasing and other departments to obtain proper documentation for invoices
10. Uses computer access for inquiry regarding status of invoices and payments. Maintains vendor and check files

### **Qualifications**

1. Prefer, graduation from high school or equivalent; additional education and/or experience in accounting/bookkeeping
2. Accuracy in use of calculator and typewriter
3. Ability to use computer terminal
4. Aptitudes and ability to resolve problems and work well with a variety of people.

### **Lifting Requirements**

Sedentary- is considered generally not more than 10 lbs. maximum and occasionally lifting and/or carrying such articles as ledgers, files and small items.