

**NORTHEAST MONTANA HEALTH SERVICES**  
**JOB DESCRIPTION**  
**ACCOUNTS PAYABLE CLERK**

NAME: \_\_\_\_\_

ACCOUNTABLE TO: **CHIEF FINANCIAL OFFICER**

**PURPOSE OF YOUR JOB POSITION**

The primary purpose of your job position is to process paperwork for accounts payable for Northeast Montana Health Services. To assure that accounts payable is processed in a timely and correct manner.

Every effort has been made to make this as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical job assignment to the position.

**WORKING CONDITIONS**

1. Is subject to frequent interruptions.
2. Is subject to sitting, standing, and lifting throughout the day.
3. Is subject to infectious diseases, waste , and odors, etc.
4. Is subject to hostile and emotionally upset patients, families and visitors.
5. Is willing to work beyond normal working hours, weekends and holidays.
6. Is subject to falls, injury from equipment, odors, etc.

**ESSENTIAL EDUCATIONAL REQUIREMENTS**

1. High School diploma with a knowledge of office procedures, preferably 1 - 2 years of office related experience.
2. Must present a good operational knowledge of computers.
3. An understanding of accounts payable is helpful.

**ESSENTIAL JOB FUNCTIONS**

1. Must be able to work flexible hours.
2. Must be able to speak the English language in an understandable manner.
3. Must be able to cope with the mental and emotional stress of the position.

4. Must be able to see and hear or use prosthetics that will enable these senses to function adequately to assure that the requirements of this position can be fully met.
5. Must function independently, have flexibility, personal integrity, and the ability to work effectively with patients, family members, physicians and co-workers.
6. Must be in good general health and demonstrate emotional stability.
7. Must be able to relate to and work with the ill, disabled, elderly, emotionally upset, and at time hostile people within the facility.
8. Must display ability to maintain absolute confidentiality at all times.

### **MAJOR DUTIES AND RESPONSIBILITIES**

1. Responsible for completing the accounts payable for Northeast Montana Health Services and Wolf Point Clinic Association.
  - a. Collect information from various departments to complete requisition. Complete requisitions utilizing the computer for information needed to insure proper payment of each invoice.
  - b. Enter invoices into computer.
  - c. Check computer printouts to ensure that invoices have been entered properly and that no duplicates are being processed.
  - d. Print checks for invoices as directed.
  - e. After checks are signed, mail payments to appropriate vendor within 24 hours.
  - f. Attach the check stub to requisition and file by vendor for each entity within 48 hours.
  - g. Account for voided checks and retain for auditors.
  - h. Work with vendors to settle accounts payable problems.
  - i. Maintain current W-9's for vendors that require a 1099.
2. Responsible for maintaining cash logs.
  - a. Attain daily deposits and check registers from the entities and recording same.
  - b. Record the deposit in a cash log separated by account daily.
  - c. Compare the cash log to the bank statement monthly.
  - d. Record checks written in a cash log separate by account daily.

3. Responsible for answering phone and taking messages as needed.
  - a. Answer all incoming calls to Accounts Payable department.
  - b. On all incoming calls, answer any questions that pertain to accounts payable timely and mannerly. Take messages whenever possible, recording time of call and message.
  
4. Responsible for ordering supplies and materials for the Fiscal Office.
  - a. Order office supplies and materials as needed. Requests are to be given to materials management.
  
5. Responsible for other office procedures as required and directed by the Chief Financial Officer.
  - a. Work with the Chief Financial Officer as required.
  - b. Learn the functions of the duties of data processing to fill in as needed.
  - c. Maintain donations account cash log and activity.
  - d. Maintain Grant account cash log and activity file.
  - e. Maintain list of minor and major equipment purchased and reconcile to the General Ledger.
  
6. Responsible to abide by all policies of Northeast Montana Health Services including, but not limited to:
  - a. All Fiscal Policies and Procedures.
  - b. All OSHA Policies.
  - c. All Employee Health Policies.
  - d. All Personnel Policies.
  - e. All Cooperate Compliance Policies.
  - f. All HIPAA
  - g. All Hazcom/Blood Borne Pathogens

I have read the job description and hereby agree to perform the above duties and responsibilities to the best of my ability.

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date