



ACCOUNTS PAYABLE SPECIALIST JOB ANNOUNCEMENT

Santa Cruz Community Health (SCCH) began as a women's health collective in 1974 with the mission to improve the health of our patients and the community and advocate the feminist goals of social, political, and economic equality. Now, more than 45 years later, we serve that same mission as a nonprofit Federally Qualified Health Center operating three separate sites: the Santa Cruz Women's Health Center in downtown Santa Cruz serving women and children; the East Cliff Family Health Center in Live Oak, serving everyone; and the Santa Cruz Mountain Health Center providing easier access to care for our patients in the San Lorenzo Valley.

SCCH has a diverse patient population and an engaging and friendly work environment. Our caring and committed staff works as a team to fulfill our mission so that all our patients have access to comprehensive, quality health care.

POSITION SUMMARY:

The Accounts Payable Specialist is responsible for all activities related to paying vendors and non-payroll employee reimbursement. As a member of the Finance Team, the Accounts Payable Specialist participates in department meetings, and supports change efforts and continuous improvement processes within the department.

Classification: Full-time, non-exempt
Reports to: Accounting Manager

Location: Administrative Office
Hours: 9:30AM - 6:00PM, Mon-Fri

CORE JOB RESPONSIBILITIES:

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO :

- Analyze and enters all vendor invoices in MIP.
- Process AP checks to pay vendor invoices on a weekly basis.
- Process credit card payments for vendors enrolled thru credit card payment.
- Reimburse employees for job related expenses.
- Scans and email AP invoices for approval prior to payment processing.
- Assist clinics on purchasing process for new and replacement items.
- Monitors contracts and expenses for compliance.
- Monitors insurance coverages and payment.
- Monitors prepaid account.
- Monitors and enters non-payroll ACH/wire payment in MIP accounting system.
- Analyze and prepares monthly aging AP report.
- Enters monthly fixed asset depreciation in MIP accounting system.
- Process vendors 1099 in conjunction with Accounting Manager.
- Interact directly with staff and managers regarding inventory and purchasing needs.



- Prepares annual financial audit schedule.
- Other tasks assigned.

GENERAL JOB PERFORMANCE STANDARDS:

KNOWLEDGE OF WORK - Posses and utilizes knowledge of the job which is essential to perform the specific functions and related work.

QUANTITY OF WORK - Accomplishes an appropriate volume of satisfactory work under normal conditions. Ability to produce results.

QUALITY OF WORK - Consistently demonstrates accuracy, thoroughness, neatness and dependability to produce work within acceptable standards.

TIMELINESS - Completes assignments on or ahead of schedule.

ABILITY TO LEARN NEW DUTIES - Interprets, learns and responds to instructions for new situations, procedures or methods.

JUDGEMENT and COMMON SENSE - Decisions/actions are sound, including safety awareness.

COOPERATION - Willing to work with others toward common goals.

COMMUNICATIONS - Demonstrates relevance and clarity of written and oral expression. Effectiveness in exchanging ideas and information.

INITIATIVE - Ability to originate, develop or create new ideas or take steps to get things done.

PROBLEM SOLVING - Identifies and evaluates alternate solutions and selection of the most appropriate course of action.

ATTENDANCE AND PUNCTUALITY - Shows daily ability to be at work at scheduled time, including being prepared to work on time after breaks, meal periods, and other authorized absences from work.

QUALIFICATIONS:

Minimum Qualifications:

- Three years' experience with A/R and inventory control of management
- Familiarity with A/R processes and procedures, inventory control and purchasing processes
- Requires a general understanding of basic accounting principles, cash handling and credit card payment processing
- Experience with MIP Abila software
- Understanding of audit procedures
- Strong attention to detail and accuracy

Preferred Qualifications:

- Related AA Degree in Accounting or Business, Bachelor's Degree preferred
- Experience working in a non-profit setting desirable, FQHC preferred



- Experience with month end close and annual audit procedures
- Advanced knowledge of Excel
- Familiar with MIP ABILA fund accounting
- Experience working with MS Office, Microix, or other inventory systems and processes

WORK CONDITIONS:

Working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Variations in conditions may occur under certain circumstances.

SALARY AND BENEFITS

This is a full-time, hourly non-exempt position with a pay range of \$27.24 - \$33.73/hour, DOE. Competitive compensation & benefits package are available to staff working at least 20 hours per week. Paid time off and paid holidays accrue from date of hire. Employer subsidized group health, dental, vision and life insurance plans the first of the month after 30 days of employment. Automatic 2% enrollment in an Employer sponsored 401K plan with a 2% retirement match.

APPLICATION PROCESS:

To apply, download our employment application on our [Careers page](#). Submit the application and current resume with letter of interest Human Resources. No phone inquiries, please.

**SANTA CRUZ COMMUNITY HEALTH IS AN EQUAL OPPORTUNITY EMPLOYER
(W/M/V/D).**