



ACCOUNTS PAYABLE SPECIALIST JOB ANNOUNCEMENT

Santa Cruz Community Health (SCCH) is a multi-site, Federally Qualified Health Center (FQHC) serving Santa Cruz County residents. 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, 50 years later, we serve that same mission at our three clinic sites: the Santa Cruz Women's Health Center in downtown Santa Cruz serving women and children; the Live Oak Health Center serving everyone; and the Santa Cruz Mountain Health Center providing appropriate and expanded access to care for our patients in the San Lorenzo Valley.

Driven by our commitment to health care as a human right, SCCH is a leading non-profit provider offering comprehensive health services to our patients, regardless of their ability to pay. We have been recognized in the community as a leader in delivering high-quality, innovative care, and we are active in local, state, and national advocacy work that empowers our patients and community to be healthy, happy, and successful.

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 quality, whole-person health care.

POSITION SUMMARY:

The Accounts Payable Specialist is responsible for all activities related to paying vendors and non-payroll employee reimbursement. The APS reports directly to the Accounting Supervisor. 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, Hourly, Non-Exempt

Reports to: Accounting Supervisor

Language Requirements: English

Location: Administrative Office

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

Pay Range: \$28.06 - \$35.84 per hour, DOE

CORE JOB RESPONSIBILITIES:

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

- Analyze and enter all vendor invoices in MIP.
- Process AP checks to pay vendor invoices on a weekly basis.
- Process credit card payments for vendors enrolled through 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.
- Maintains and monitors vendor and consultant contracts.
- Monitor expenses are aligned with contract and budget.
- Monitors insurance coverage and payment.
- Maintains and monitors prepaid account.
- Monitors and enters non-payroll ACH/wire payment in MIP accounting system.
- Interact directly with staff and managers regarding inventory and purchasing needs.
- Analyze and prepare monthly aging AP report.
- Maintains WASP fixed asset inventory system.
- Enters monthly fixed asset depreciation in MIP accounting system.
- Monitors Continuing Medical Education (CME) balances in dollar amount monthly and email available balances report to respective staff.
- Maintains and reconciles patient's funds and issue reimbursements.
- Process vendors 1099 yearly.
- Prepares annual financial audit schedule.
- Other tasks assigned.

BENEFITS:

We offer a remarkable benefits package designed to support your well-being and work-life balance! Enjoy competitive compensation and a comprehensive benefits suite for those working 20+ hours per week, including employer-subsidized health, dental, vision, and life insurance plans, plus optional pet insurance and supplemental coverage; coverage kicks in the first of the month after 30 days of employment. From day one, you'll accrue paid time off, have paid holidays, and a 2% automatic 401K enrollment with a 2% company match. You'll also benefit from access to a wellness reimbursement program, a telecommuting stipend when applicable, Plus, we cover license and certification fees. Celebrate with us at monthly staff events and bi-annual company-wide celebrations and take advantage of ongoing training opportunities.

QUALIFICATIONS:

Minimum Requirements:

- Three years' experience with A/P and inventory control of management
- Familiarity with A/P processes and procedures, inventory control and purchasing processes
- Requires a general understanding of accounting principles, accruals and prepaids.
- Experience with MIP Abila software
- Understanding of audit procedures
- Strong attention to detail and accuracy

Preferred Qualifications:

- Bachelor's or associate 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

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