

**LIFE MANAGEMENT CENTER OF NORTHWEST FLORIDA, INC.
JOB DESCRIPTION**

**DATE ESTABLISHED: 06/15/1999
DATE AMENDED: 02/09/2022**

TITLE OF POSITION: Accounts Payable Specialist

POSITION NUMBER: 10-2

PROGRAM: Center Administration

SUMMARY: Under the direction of the Accounting Supervisor, this position is responsible for the weekly production and distribution of supplier payments and staff reimbursements. The position is also responsible for all other aspects of payables; Expense and incidental expense reports, account verification and management for GENOA, Bessie, QUEST and Omnicare. Also responsible for the Input of all ACH, EFT's, and all credit transactions and assist when needed with the overall daily operational activities of the accounting department

MINIMUM REQUIREMENTS: High school graduate or equivalent. Knowledge of corporate payable procedures and electronic check preparation required. Knowledge of general accounting procedures. Working knowledge and experience in the utilization of accounting software in the performance of job duties. Three years of work experience in a similar position in a business environment required.

Compliance with minimum standards for screening of mental health personnel as contained in F.S. 394.4572.

Life Management Center relies heavily on technology to run its business; therefore, all employees are required to have good computer skills. These skills will include knowledge of creating folders, saving and retrieving files, e-mail (Outlook), MS Office (Word and Excel), using web browsers such as Chrome or Edge along with operating a keyboard, mouse, printers and scanners.

Life Management Center maintains and enforces a drug-free workplace policy. Applicants are required to be drug tested prior to employment. Under certain circumstances, employees may also be required to submit to drug and/or alcohol testing. Information on the Drug-Free Workplace Policy is contained in the employee Handbook and set forth in the Drug-Free Workplace Policy, available through the Human Resources Department and the organization's website at www.lmccares.org

SUPERVISED BY: Accounting Supervisor

POSITIONS SUPERVISED: None

WAGE AND HOUR STATUS: NON-EXEMPT

DESCRIPTION OF DUTIES AND RESPONSIBILITIES¹:

¹ Expectations regarding quality and quantity of work are further delineated in the criteria-based performance appraisal.

ESSENTIAL FUNCTIONS: (Essential functions of this position are listed below. The position also includes additional functions as needed and/or assigned by supervisor.)

1. Enter / Input all Vouchers
2. Distribute Checks
3. Expense & Incidental Reports
4. Account Management; (Genoa, Bessie, QUEST, Omnicare, etc...)
5. Void Checks and Manage Invoices
6. Reconcile American Express Credit Card Transactions
7. Manage, review and input all Commercial Purchase Cards
8. Review, Correct, Code all Travel Vouchers
9. Create Online Accounts for Users and Vendors
10. Provide CFO Reports On Purchases, types, incidental expenses, Vendor Report
11. Create New Vendors / get W9's / 1099's
12. Monitor and manage controls for prescription paper and pads
13. Charge Card Usage Review
14. Replace the AR and Purchasing Clerk as required.
15. Perform copying/filling / scanning / shredding duties
16. Complete any other tasks as assigned by Supervisor.

Physical Requirements:

Activity	Expectation		
Standing	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
<input type="checkbox"/> Sitting	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
<input type="checkbox"/> Driving vehicles	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Lifting and/or Carrying	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Bending and/or Stooping	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Climbing Stairs and/or Ladders	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Walking or Moving (between offices, other facilities, etc.)	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Other (lift above waist/reaching etc., please explain)	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent

Speaking: Yes No
 Hearing: Yes No
 Reading Comprehension: Yes No
 Repetitive motion with hands, wrists, arms (e.g. keyboard, typing, handwriting, etc.): Yes No

Ability to lift and carry up to **15** pounds.

Ability to handle stressful situations: Minimal Moderate Frequent

	Infrequent	Occasional	Frequent	N/A*
Travel Same Day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel Overnight	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overtime (Non-Exempt only)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Holidays/Weekends	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shift Work (PMs/Midnights)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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