

**SUREPOINT MEDICAL CENTERS
JOB DESCRIPTION**

Position Title: Accounts Payable Administrative Assistant	Reports to: Director of Operations
Region: Dallas/Ft. Worth, TX	Date: 11/13/20
FLSA Status: Non-Exempt	Location: Mansfield, Texas
<p>GENERAL RESPONSIBILITIES: Our busy medical practice is growing each day, and we are seeking an experienced and professional A/P Administrative Assistant to join our team. In the role, the A/P Administrative Assistant will work under the direction of the Director of Operations in providing assistance to our administrative team. If you have experience working in an administrative role at a healthcare practice, we want to hear from you.</p>	
<p>DIRECT REPORTS:</p>	
<p>SPECIFIC DUTIES: (Daily)</p>	
1. Management of accounts payable process and procedures. Perform tasks in accounting software.	
2. Ensure GL coding is accurate for all invoices and track that all invoices are paid on time.	
3. Setup of new vendors in accounting software.	
4. Organization of vendor contracts and due dates.	
5. Maintenance of calendars to include scheduling and reminders of meetings, invoice due dates and appropriate follow up.	
6. Composure of outgoing correspondence for review, signature and mailing for vendors communications.	
7. Fill out applications as necessary. i.e. lease, insurance, environmental, franchise, etc.	
8. Convert different types of documents to .pdf format as requested.	
9. Reconciliation of all credit card statements and submission of payments.	
10. Formatting and input for extensive Excel spreadsheets.	
11. Request daily reminders of outstanding tasks for executive staff as it relates to accounts payable.	
12. Upkeep and maintenance of file documentation. Ensure that all information is up-to-date, correct naming convention and easily located.	
13. Compile and send necessary documentation for outside sources such as tax consultants, environmental inspectors, etc.	
14. Scheduling and implementation of conference calls and zoom meetings.	
15. Upkeep of contacts for all vendors and key contacts.	

16. Placement and follow up, if necessary, of IT requests.
17. Placement and follow up, if necessary, of administrative requests.
18. Assist with preparation of presentation materials and liaison with administrative staff.
19. Other duties, including personal errands, for administrative staff.
20. Run outside errands as needed.
21. Complete projects and special assignments by establishing objectives; determining priorities; managing time; gaining cooperation of others; monitoring progress; problem-solving and adjusting plans.
22. Assisting with planning and preparation of corporate events, planning and assisting administrative team with personal events.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Director of Operations is looking for an A/P administrative assistant with the following qualities:

- Attention to detail
- Extremely organized
- Calm under pressure
- Pleasant temperament and positive attitude
- Strong computer skills, notably strong Excel and Word skills
- Willing to take on any task no matter business or personal, big or small
- Medical terminology requested but not mandatory
- Email availability on weekends/nights

Hours:

8am – 5pm with availability on an as needed basis on nights and weekends.

Education and/or Experience:

5+ years experience in like position. Must have excellent Microsoft office skills.

Language Skills:

Ability to read and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram format. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Accounting software; Database software; Internet software; Spreadsheet software, Graphic software, Demographic software and Word Processing software.

Licenses

Current Driver's License.

Physical Demands:

The physical demands 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 individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to walk; sit; climb or balance; stoop; kneel, crouch, or crawl and talk or hear.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Surepoint Medical Centers does not discriminate in employment opportunities or practices based on race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. Surepoint Medical Centers will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship or impose a direct threat to the safety of the employee or to others.

I ACKNOWLEDGE RECEIPT OF MY JOB DESCRIPTION. I understand that my signature indicates that I have received a copy, read and understand the job description and that the job description may be modified by the manager at anytime. I further acknowledge that I have the skills and knowledge to perform the job requirements.

Employee's Printed Name

Position

Employee's Signature

Date