



Watts Health Center is seeking a reliable **Accounts Payable Supervisor/Manager** for our Los Angeles clinic. This job is responsible for the oversight of the daily AP operations including invoice processing, payments, coordination of issues with technical support staff and maintenance of all Accounts Payable processes; actively participate in all system upgrades; completing management related tasks for all AP staff members. In addition, the Supervisor is responsible for maintaining consistency in reporting and application of accounting procedures, as well as supervising the month-end and year-end close.

#### **RESPONSIBILITIES:**

- Prepares accounts payables package for input into a computer software application. Accounts payable package includes purchase orders, receiving documents, check requests, and invoices.
- Verifies quantity, pricing, and terms by reference to purchase orders, receiving/packing slips. Checks calculations and pricing extensions.
- Verifies proper coding for documents and proper approval of invoices for payment.
- Handles all telephone inquiries and mail inquiries for payables.
- Maintains vendor master files in the computer software applications.
- Assists in establishing appropriate policies and procedures and is responsible for enforcing those procedures.
- Assists outside auditors and regulatory auditors with accounts payable supporting documentation for audit requirements.
- Other duties as assigned.

#### **REQUIREMENTS:**

- Must be able to function independently in order to process payables.
- Must be able to effectively communicate with vendors and management in resolving accounts payable issues.

#### **EDUCATION:**

- AA Degree with a minimum of (2) years' experience in processing accounts payables or over (5) years' experience as an Accounts Payable Supervisor/Manager.

#### **COVID-19 CONSIDERATIONS:**

All patients are subjected to COVID screening and are required to wear a mask when not receiving treatment. All staff members must be fully vaccinated.