



# Northeast Valley Health Corporation

a california *health+* center

## Career Opportunity

### Accounts Payable Manager

Northeast Valley Health Corporation (NEVHC) is a federally funded, nonprofit community health center operating Joint Commission accredited licensed primary care health centers. Northeast Valley Health Corporation (NEVHC) is hiring full time Accounts Payable Manager for our Maclay Corporate Office in the San Fernando Valley area.

The mission of Northeast Valley Health Corporation is to provide quality, safe and comprehensive healthcare to the medically underserved residents of Los Angeles County, particularly in the San Fernando and Santa Clarita Valleys, in a manner that is sensitive to the economic, social, cultural and linguistic needs of the community.

#### Exceptional Benefits:

- 10 to 20 vacation days, based on the number of years of service
- 12 sick paid days per year
- 11 ½ paid holidays per year
- Medical, vision, dental, STD, LTD, accident/injury, identity theft, legal services, and life insurances
- 403(b) Employer-sponsored pension plan



The Accounts Payable Manager is responsible for directing, supervising, and participating in the daily activities and processes of the Accounts Payable Department. The position consists of traditional accounting duties and responsibilities. It is also responsible for the processing and payment of invoices in a timely fashion, proper matching of purchasing and receiving documents, and correct account distribution to the general ledger. The Accounts Payable Manager ensures and follows all month-end and year-end closing activities accurately and timely. Follows the weekly invoice and check-writing schedule. This role is responsible for handling a range of general staff accounting tasks, including conducting performance evaluations, approving work hours, handling employee relations issues, auditing invoices, payments, vendor aging, and other reports, and providing input on workflow improvement and other savings from the accounts payable perspective.

**Reports to:** Senior Accounting Manager

#### Qualifications:

1. Bachelor's Degree in accounting or related degree.
2. Five years' experience working with accounts payable in a public or private agency.
3. Two or more years of supervisory experience.
4. Proficiency with computerized accounting software.
5. Strong PC skills, including proficiency with Microsoft Excel and Word
6. Thorough working knowledge of business English, spelling, punctuation, and contemporary general office practices and procedures.
7. Demonstrated strong analytical skills, strong attention to detail.
8. Very effective oral and written communications skills.
9. Ability to work effectively as a team player.
10. Sensitivity to the different cultures represented among members and staff.
11. Demonstrated ability to set priorities for tasks to work effectively in spite of interruptions and under minimal supervision. Self-starter, reliable and dependable.
12. Ability to solve problems and make routine recommendations.
13. Ability to maintain absolute confidentiality about health care and patient/client information.
14. Attention to detail for purposes of finding errors, trends or opportunities for improvement.
15. Capable of being bonded.
16. Current California driver's license, appropriate insurance coverage and a driving record acceptable to the NEVHC's insurance carrier (if required to drive on the job).

For more information go to  
<https://nevhc.org/about-us/careers/>

*Northeast Valley Health Corporation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Northeast Valley Health Corporation complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities.*