



## Accounts Payable Clerk

**CHC Wellness, Inc** is a national provider of corporate wellness programs and we are looking for a detail-oriented **Accounts Payable Clerk** to add to our team. This job entails performing of basic clerical, administrative and accounting functions.

**Terms of Employment:** Full-time position

### Required Skills & Qualifications:

- Attention to detail, high degree of accuracy
- High productivity and focus on quality
- Knowledge of bookkeeping and generally accepted principles of accounting
- Ability to multi-task with ease and professionalism.
- Strong analytical skills
- Problem solving skills, with ability to communicate internally and resolve issues & reconcile differences in a quick, professional manner
- Strong communication and reporting skills
- Ability to adapt in a dynamic fast-paced environment
- Adherence to deadlines and ability to proactively follow-up on open items in a time-sensitive manner
- Knowledge and practical experience of QuickBooks Enterprise Solution, Microsoft Office (Excel, Word), Outlook, and Adobe are a must.
- Confidentiality compliance; adherence to HIPAA guidelines/ regulations
- Adherence to policies, procedures, and work standards of CHC Wellness, Inc.
- Level of education: Bookkeeping certificate and/ or prior experience are required; Medical office experience and/ or Medical Billing/ coding certificate are preferred.

### Duties include but are not limited to:

- Perform a variety of A/P functions: verifying, posting, reconciling, recording and processing of vendors' bills, check requests, timesheets, etc
- Classify, record, and summarize numerical and financial data in order to compile and keep financial records: charging expenses to proper accounts and cost centers, allocating costs to clients
- Code data and maintain files according to company procedures and maintain historical payables records
- Reconciliation of information in internal systems and database
- Researching, tracking, reporting and resolving discrepancies
- Prepare weekly payables reports
- Monitor vendors' discount opportunities
- Communication with vendors, clients, insurance carriers on outstanding charges/ issues/ etc.
- Perform other accounting and clerical duties as assigned by the manager

If you meet the qualifications and are interested in applying, please e-mail your resume to [akostelny@chcw.com](mailto:akostelny@chcw.com)

CHC Wellness Inc. is an Equal Opportunity Employer EEO/M/F/DV