



**Job Title: Accounts Payable Bookkeeper**  
**Department: Administrative**

**Accountability Objective:**

The Accounts Payable Bookkeeper is accountable to administer and perform day-to-day accounting functions of the facility in accordance with current acceptable accounting and cost reimbursement principles relating to the long-term care operation, and as may be directed by the Administrator or Director of Finance.

The Accounts Payable Bookkeeper is delegated the administrative authority, responsibility, and accountability necessary for carrying out the assigned duties.

**Reporting Relationships:**

This position reports to the Office Manager or Administrator.

**Qualifications:**

- Must be high school graduate or equivalency.
- Three (3) years' experiences in bookkeeping or accounting practices preferred.

**Specific Requirements:**

- Must be able to read, write, speak, and understand the English language.
- Must possess the ability to make independent decisions when circumstances warrant such action.
- Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel and the general public.
- Must possess the ability to work harmoniously with other personnel.,
- Must possess ability to plan, organize, develop, implement, and interpret the programs, goals, objectives, policies and procedures, etc., that are necessary for providing sound accounting techniques.
- Must be able to understand and carry out written and oral instructions.
- Must have patience, tact, cheerful disposition and enthusiasm, as well as be willing to handle residents, staff and visitors based on whatever maturity level at which they are currently functioning.
- Must possess the ability to seek out new methods and principles and be willing to incorporate them into existing accounting practices.
- Must possess the ability to examine and verify financial documents and reports.
- Must be able to prepare financial and other records in a systematic, neat, and legible manner.
- Must maintain the care and use of administrative supplies, equipment, etc., and maintain the accounting department in a clean, safe and attractive manner.
- Must be knowledgeable of computers, calculators, system applications, and other office equipment.

- Must not pose a direct threat to the health or safety of other individuals in the workplace.

**Physical and Sensory Requirements (with or without the aid of Mechanical Devices)**

- Must be able to move intermittently throughout the workday.
- Must be able to speak and write the English language in an understandable manner.
- Must be able to cope with the mental and emotional stress of the position.
- Must possess sight/hearing senses or use prosthetics that will enable these senses to function adequately so that the requirements of this position can be fully met.
- Must function independently and have flexibility, personal integrity, and the ability to work effectively with residents, personnel, and support agencies.
- Must meet the general health requirements set forth by the policies of this facility, which include a medical and physical examination.
- Must be able to relate to work with ill, disabled, elderly, emotionally upset and at times, hostile people within the facility.
- Must be able to push, pull, move, and/or lift a minimum of 25 pounds.
- May be necessary to assist in the evacuation of residents during emergency situations.

**Job Duties:**

Every effort has been made to identify the essential functions of this position. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

**Administrative Functions:**

- Assist in implementing the day-to-day functions of the accounting department.
- Implement written policies and procedures that govern the accounting functions of the facility.
- Perform duties relative to the facility's overall accounting function.
- Assist in standardizing the methods in which work will be accomplished.
- Match invoices to packing slips and purchase orders.
- Process and verify invoices on a timely basis.
- Verify invoices received for quantity, unit price, extensions and discounts.
- Report to the administrator on invoices received that do not match purchase orders.
- Forward invoices to appropriate department personnel for approval for payment.
- Code invoices with appropriate chart of account number to assure that expenses are distributed to the correct expense account.
- Prepare invoices for submission to corporate office for processing according to policies and procedures.
- Maintain a file of all invoices.
- Communicate with supplier/vendors concerning errors or questions on invoices.
- Make written and oral reports/recommendations to the administrator concerning accounting functions.
- Assist in preparing financial and statistical reports as directed.
- Perform secretarial functions as necessary or directed.

- Agree not to disclose assigned user ID code and password for accessing resident/facility information and promptly report suspected or known violations of such disclosure to the Administrator.
- Agree not to disclose resident's protected health information and promptly report suspected or known violations of such disclosure to the Administrator.
- Report any known or suspected unauthorized attempt to access facility's information system.
- Other as deemed necessary and appropriate to assure that our accounting functions are maintained in an efficient manner.

**Committee Functions:**

- Serve on, participate in, and attend various committees of the facility, as required, and as appointed by the Administrator.
- Attend department head meetings, etc., as scheduled or as may be called.

**Personnel Functions:**

- Report known or suspected incidents of fraud relative to false billings, cost reports, kickbacks, etc.,
- Ensure that departmental computer workstations left unattended are properly logged off of the password protected automatic screen-saver activates within established facility policy guidelines.

**Staff Development:**

- Attend and participate in facility mandatory in-service training programs as scheduled (e.g., OSHA, TB, HIPAA, Abuse Prevention, etc.)/
- Create and maintain an atmosphere of warmth, personal interest, and positive emphasis, as well as a calm environment throughout the facility.

**Safety and Sanitation:**

- Follow established safety regulations, to include fire protection/prevention, smoking regulations, infection control, etc.
- Ensure that department work areas are maintain in a clean, sanitary, and safe manner.
- Follow established ergonomics policies and procedures governing lifting techniques, repetitive tasks, and the use of safety equipment and supplies to prevent work-related injuries and illnesses.
- Report hazardous conditions or equipment to the Administrator and/or appropriate personnel.

**Equipment and Supply Function:**

- Assure that an adequate supply of accounting supplies and equipment are on hand to meet the day-to-day operational needs to the facility.
- Report equipment and office supply needs to the Administrator.
- Request repairs for office equipment as necessary.

**Budget and Planning Functions:**

- Assist in preparing budget and financial information as directed.

**Resident Rights:**

- Maintain the confidentiality of all resident care information including protected health information. Report known or suspected incidents of unauthorized disclosure of such information.
- Knock before entering a resident’s room.
- Ensure that the resident’s rights to fair and equitable treatment, self-determination, individuality, privacy, property and civil rights, including the right to wage complaints, are maintained at all times.

**Miscellaneous:**

- General typing.
- Make photocopies when necessary.
- Other miscellaneous office duties as directed by the Administrator.

Universal Precautions Risk Classification Categories:

1. Tasks may involve exposure to blood and/or body fluids.
2. Tasks do not involve contact with blood and/or body fluids, but could result in performing category one tasks.
3. Tasks do not involve any risk of exposure to blood or body fluids.

\*The classification for this description is a **Category 2**.

**Acknowledgement:**

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of Accounts Payable Bookkeeper and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I understand this job description is not an exclusive list of the job duties assigned; I understand the job description may be altered by management.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature-Office Manager of Administrator