

## OOCE Job Posting

**Department:** Corporate Administration

**Title:** AP Specialist

**Hours:** Part-time, 24 hours per week

Flexible Schedule, 3 days per week

**General Summary of Duties:** Provides administrative support for business processes in the areas of Accounts Payable.

### **Essential Functions**

#### **Accounts Payable:**

- Process invoices, check requests, patient refunds, and expense reports for payment in the Peachtree and Financial Edge software applications.
- Responsible for processes related to payment and reporting of credit card transactions through Fifth Third on-line module. Provide reporting to Managers and Director of Finance.
- Monitor and generate reporting from vendors who utilize on-line reporting including Verizon, Henry Schein, and Time Warner.
- Review check request documentation for proper authorizations and general ledger expense coding.
- Generate and review with management accounts payables reports such as purchase journals, check registers, and fixed asset additions.
- Responsible for internal and external recordkeeping of accounts payable documents in compliance with document retention statutes.

#### **Knowledge, Skills and Abilities Required:**

- Able to communicate using appropriate grammar and demonstrating tact and diplomacy in employee interactions
- Able to diffuse negative situations and maintain a pleasant and professional tone during stressful circumstances.
- Able to work effectively with all levels of staff, management and physicians.
- Adheres to organizational policy with particular attention to confidentiality and standards of conduct.
- Employs positive customer service skills with both internal and external customers.

## Ohio Orthopedic Center of Excellence



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**Education/Certification or Experience Required:**

Minimum education required High School diploma or equivalent with relevant on the job experience and training. Associates or Bachelors Degree in Accounting or Finance desirable. Prior experience with Accounts Payables processes utilizing accounting software applications including Peachtree desirable.

To apply please email resume to Janelle Blankenship at [humanresources@ohio-ortho.com](mailto:humanresources@ohio-ortho.com) .

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**Ohio Orthopedic Center of Excellence**

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