**Accounts Payable and Billing Specialist (30 hours per week position)**

HESSCO, a non-profit social service agency seeks an Accounts Payable and Billing Specialist (30 hours per week position). This position will report to the Fiscal Director and will be responsible for the full cycle of Accounts Payable, client billing, data entry into automated Accounting/Client systems (Microsoft Dynamics Solomon AP, Provider Direct and SAMS).

HESSCO is an Affirmative Action/Equal Opportunity Employer and encourages all qualified candidates from diverse backgrounds to apply.

**Duties and Responsibilities:**

Responsible for the full cycle of Accounts Payable processing; receives invoices and ensures proper approvals, issues and mails checks. Acts as key liaison on the Accounts Payable module, Provider Direct. Manages and responds to Vendors/Providers issues in a professional manner, via telephone and email. Responsible for research and successful problem resolution. Strong systems and accounting aptitude required, and ability to work with multiple Client, Accounting and System Vendors.

**Accounts Payable**

* Receipt and review of invoices and ensuring proper approvals
* Data entry of invoices into Bill.com
* Data entry of invoices into Accounting System (Solomon) AP module
* Timely vouchering and payment of invoices via check
* Maintain files of paid and unpaid invoices

**Client Systems (SAMS and Provider Direct)**

* Generate service orders in Client System (SAMS) for individual Providers prior to processing invoices, within established time frames
* Generate daily faxes to Providers as required
* Review Vendor for accuracy and process Provider invoice spreadsheets
* Resolve processing errors in Provider Direct
* Receive and process paper Provider invoices
* Produce agency summary report for each processed Provider invoice to be used to enter expenses in Solomon

**Client Accounts Receivable (SAMS Co-Pays)**

* Generate, print, review, and mail monthly Client (SAMS) co-pay invoices
* Monitor past-due co~~-~~pays and coordinate collection efforts
* Maintains records of collection efforts

**Qualifications:**

* Minimum of three years of full-cycle Accounts Payable experience required, non-profit organization experience preferred
* Three years of work experience with automated accounting system required, Solomon Accounts Payable module experience preferred
* Associate Degree in Accounting or Business Administration required, with a minimum of three years of experience in General Accounting; or five years of experience in General Accounting
* Significant experience in account reconciliation
* Ability to work with multiple software systems
* Must have strong Excel skills and ability to design and maintain spreadsheets
* Comfortable working in a fast-paced environment and able to manage priorities and meet multiple deadlines
* Strong attention to detail/accuracy
* Ability to work professionally with financial and non-financial management and staff and outside vendors
* Strong written and verbal communication skills
* Prior Human Service agency experience and knowledge of Client care plans and service deliveries, preferred
* Perform other duties as directed
* Access to secure internet required for remote work

Benefits which begin on first day of employment include health and life insurance, 403(b) retirement plan, paid vacation, sick and holidays.