

# CUYAHOGA COUNTY BOARD OF HEALTH

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## POSITION AVAILABLE

**Position:** Accounts Payable Specialist  
**Position to be filled:** April 30, 2018  
**Salary:** \$35,170.00 annually

**Reports to:** Chief Financial Officer  
**Hours:** Mon. – Fri., 8:30 a.m. to 4:30 p.m.

### Minimum Requirements:

- Associates degree in Accounting or two years of direct experience.
- Minimum of two years of related experience including Accounts Payable/Accounts Receivable and bookkeeping/accounting.
- Ability to efficiently multi-task on a daily basis.
- Knowledge of standard accounts payable policies and procedures
- Proficiency with use of PC hardware & basic software (i.e. Microsoft office), email, and office equipment (i.e., copier, fax, scanner, telephone, etc.). Strong proficiency with Microsoft Excel.
- Good customer service, verbal and written communication skills, and effective presentation skills.
- Good interpersonal relationship skills including cultural sensitivity & competence.
- Proficiency with use of databases for data querying and reporting.
- Strong attention to detail, accuracy and ability to maintain confidentiality.

### Responsibilities:

Will include, but NOT limited to:

- Reviews invoices and employee reimbursements for proper coding, proper supporting documentation, appropriate approvals and accurate charges. Ensures proper internal controls are followed.
- Performs data entry of invoices and employee reimbursements and generates vouchers payable.
- Reconciles payables transactions with vendor statements, and research and correct disputes and discrepancies.
- Coordinates payment remit matching and release.
- Maintain all accounts payable reports, spreadsheets and CCBH account payable files.
- Provides assistance and regular communication with both internal and external customers.
- Establishes new vendors and maintains vendor files
- Maintains purchase order database. Processes and tracks purchase order requests and verifies funds availability. Ensures that purchasing processes are followed and vendor selection is appropriate.
- Places orders for supplies and services as needed.
- Performs ad-hoc analyses and other projects at multiple levels of complexity as requested by Chief Financial Officer.
- Participates as requested or needed in the event of any public health emergency.

### **Forward pre-employment application to:**

Human Resources  
Cuyahoga County Board of Health  
5550 Venture Drive  
Parma, Ohio 44130  
Email – [hr@ccbh.net](mailto:hr@ccbh.net)

### **Deadline to Apply: February 26, 2018**

***Internal applicants must submit a resume and cover letter to Human Resources via email at [hr@ccbh.net](mailto:hr@ccbh.net).***

Please print and complete the pre-employment application available on our website, [www.ccbh.net](http://www.ccbh.net). Please attach your resume.

*Employees hired for a position that is funded in whole or in part by a designated funding source may be laid off when the funding source is reduced or eliminated.*

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