

## Accounts Payable Analyst

This position handles accounts payable and manages cash flow for the organization. In addition, the position manages the credit cards, ensuring that the agency has sufficient back-up documentation, and processes all the emergency assistance checks for that program.

### Mastered Skills for Success for this Opportunity:

- Organizational and computer skills
- Excellent verbal and written communication skills
- Must be detail-oriented and able to follow through on complex projects
- Ability to handle multiple priorities and meet deadlines
- Ability to schedule work production to meet timeliness

### Responsibilities include:

- Processes vendor invoices by entering invoice in the general ledger, preparing checks or ACH, and resolving discrepancies and documentation
- Reviews all invoices for appropriate documentation and approval prior to processing
- Charges expenses to accounts and grants and/or programs as directed on the invoice or check request
- Coordinates day-to-day activities for invoice processing to ensure timely payments to vendors
- Ensures invoices and entries are properly approved, documented, and recorded as incurred
- Downloads monthly credit card activity and reconciles to supporting documentation provided by card holders
- Posts monthly credit card activity to the general ledger, ensuring proper grant/program account codes are being used
- Processes checks for the emergency assistance program based on task requests or check requests received via email or in-person
- Processes monthly rent checks for the emergency assistance program
- Updates the fixed asset listing
- Accurately posts monthly journal entries
- Updates weekly cash flow expenditure spreadsheet and emails to Director of Finance
- Backup for posting payroll related journal entries to general ledger after each pay period
- Backup for processing employee reimbursement checks
- Backup for running payroll
- Backup for posting cash receipts received from the clinic to the general ledger

### Requirements

- Bachelor's degree and 2 years of accounts payable experience  
OR
- High school degree and 5+ years of accounts payable experience
- If hired, documented proof of highest level of education completed must be delivered on first day of employment
- Demonstrated technical & computer skills appropriate for the position
- Federal criminal background check

- 40-hour work week

### **Preferred Qualifications**

- Experience with grant accounting as it relates to the accounts payable process
- Experience working in Blackbaud/Financial Edge
- Fluent in spoken and written Spanish
- Federally Qualified Health Center experience (FQHC)
- HIV/AIDS knowledge and patient experience
- Experience with the LGBTQ community

### **Why CrescentCare?**

Our mission is to offer comprehensive health and wellness services to the community, to advocate empowerment, to safeguard the rights and dignity of individuals, and to provide for an enlightened public. We offer a broad range of health and wellness services for anyone and everyone who is seeking healthcare services in Greater New Orleans and Southeastern Louisiana.

### **What We Do for Our Clients**

Primary Health Care • Pediatrics • Dentistry • Gender Clinic • Behavioral Health • Addiction Recovery  
Case Management • Nutrition Programs • Medicaid/Insurance Enrollment • Legal Services  
Food and Housing Assistance • Smoking Cessation • Syringe Access Program  
Advocacy, Outreach, Education • HIV/Hep. C/STI Testing and Prevention • COVID-19 Screening

### **Our Offer to You: An Extensive Benefits Package**

- All Employees are W-2 Status
- Employer Paid Benefits: Dental, Employee Wellness, Employee Assistance Program, Life Insurance
- 11 Paid Holidays, in addition to Vacation and Sick Days
- Medical Insurance (Two Plan Options)
- Vision Insurance
- Long-Term Disability
- Short-Term Disability
- 401(k) Plan – 1.5% Employer Contribution; additional Employer match with Employee Contribution
- Discount Programs

\*No Relocation Package Available

\*No Work Visa Sponsorship Available

**If interested in being considered for this position, you must apply on the CrescentCare website using the following link:**

<https://crescentcarehealth.org/contact/join-our-team/>

*We are an Equal Opportunity Employer and do not discriminate against employees or applicants on the basis of race, color, national origin, ethnicity, citizenship status, religion, age, gender identification, pregnancy, marital or familial status, gender or sexual orientation, veteran or military status, physical or mental disability, genetic information, or on the basis of any other status protected by law, and in compliance with applicable federal, state and local laws.*