

## **Accounts Payable Specialist**

Since 2001, Regent Surgical Health has been a leader in developing and managing successful surgery center partnerships between hospitals and physicians. We continually improve and evolve the ASC model based on changing market conditions to stay ahead of emerging trends. From this vantage point, our team has developed proprietary ASC ownership models that give both physicians and hospitals what they need to ensure long-term clinical and financial success.

Regent offers a comprehensive and competitive benefits package as one way to recognize our employee's contribution to the success of the organization and our role in helping you and your family to be healthy, feel secure and maintain a work/life balance.

We do not discriminate in practices or employment opportunities on the basis of an individual's race, color, national or ethnic origin, religion, age, sex, gender, sexual orientation, marital status, veteran status, disability, or any other prohibited category set forth in federal or state regulations.

We are an equal opportunity employer.

Pursuant to the ADA, Regent will provide reasonable accommodation(s) to all qualified employees with known disabilities, where their disability affects the performance of their essential job functions, except where doing so would be unduly disruptive or would result in undue hardship.

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### **POSITION SUMMARY:**

The Accounts Payable Specialist is responsible for all accounts payable administrative functions.

### **DUTIES/RESPONSIBILITIES:**

- Manage the full accounts payable cycle from receipt of invoices to payment, including vendor set-up, obtaining approvals, and entering invoices into the accounts payable system
- Assist with creation & updating of vendor information and files
- Prepare batch check runs, wire transfers, and ACH transactions
- Ensure all accounts payable policies and procedures are adhered to including travel related expenses, vendor approval and invoice processing
- Provide center and corporate level customer support
- Assist with IRS 1099 compliance and reporting
- Responsible for imaging and record retention of all accounts payable documents

- Partner with AP Leadership to identify and implement process improvements
- Assist team with gathering support for all audits, including pulling documentation
- Investigate and resolve problems associated with processing of invoices
- Research and assist with specific corporate and center analysis
- Monitor and implement change regarding incorrect practices being performed
- Perform other duties as assigned

### **KNOWLEDGE AND SKILLS:**

To perform this job successfully, an individual must be able to perform each essential responsibility satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required.

- Knowledge of accounts payable practices and medical office procedures
- Attention to detail with a passion for accuracy & completeness
- Ability to prepare records in accordance with detailed instructions
- Ability to work effectively with co-workers as a team member
- Effective verbal, listening and written communication skills
- Proficiency in Microsoft Office & ability to learn new computer applications
- Strong organizational and time management skills
- Ability to work in a fast-paced, always changing environment

### **Education/Experience:**

- High School Diploma
  - Associates Degree in Accounting or applicable field
  - In lieu of Associates Degree, 1-5 years accounts payable experience
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