



Position: A/P Analyst

Position Summary: Under the direction of the Director of Finance and Accounting, the Accounts Payable Analyst is responsible for reviewing invoices from vendors, matching documents, codes and batches, assembling payments for approval by appropriate managers, and processing checks to send to vendors. The Accounts Payable analyst also post transactions to journals, ledgers and other records, with special attention to expense allocations across multiple departments, programs and cost centers. The Accounts Payable analyst also assists the Grants Billing Coordinators with the preparation of grant invoices as needed

Qualifications Required:

- Ability to understand and practice the mission of Camillus House.
- Education: Bachelor's Degree in Accounting/Finance, Business or related field; previous experience may be considered.
- Language: Proficiency in oral/written English; Spanish preferred; additional languages a plus (i.e. Creole)
- Skills: Proficiency in computer (Word, Excel, other data collecting programs).
- Strong organizational and communications skills.
- Ability to interact with other team staff members
- Successful completion of Toxicology test and of Criminal Background Check.
- Successful completion of Level II screening for all licensed clinicians and others if required by funding source.
- Valid FL Driver License with clean driving record.

Qualifications Preferred:

- Culturally sensitive to the social, psychological and healthcare needs of the vulnerable populations serviced.
- Strong organizational, interpersonal and communication skills in order to meet deadlines and handle multiple tasks.
- Demonstrates a high level of productivity while remaining calm and effective under pressure.
- A self-starter with demonstrated ability to work independently, as well as, with multidisciplinary teams and co-workers.
- Ability to maintain a high level of poise and professionalism in all circumstances.

Responsibilities:

- Commitment to the Values and Mission of the Brothers of St. John of God as witnessed through Camillus House and Health in serving the needs of the underserved populations.

Hospitality: Create an environment where people can feel welcomed, comfortable, understood, esteemed and loved.

Respect: Recognize the richness of God's gifts and His presence in every person regardless of age, situation in life, culture or religion.

Spirituality: Nurture a brighter, happier and richer life in time of suffering and struggle; empowering confidence in living with joy.

Quality: Work toward creating centers of excellence; fostering continuous improvement.

Healing: Respond to the need of the whole person – body, mind and spirit; energizing new hope.

Responsibility: Encourage cooperation as a way of promoting standards of competency, efficiency and accountability as we carry out our duties in the Mission.

- Process bills for payment.
- Maintain accounts payable.
- Process remote deposits/credit cards daily.
- Produce weekly A/P Aged payables report.
- Travels minimum twice or more frequently if needed to make bank deposits.
- Assists the grant department.
- Assists with annual audit.

- Assists with job related projects as needed.
- Other Duties as requested.

Work Environment:

- The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Physical Requirements:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, stand, walk, stoop, reach above and below shoulders; use hand and finger dexterity, keyboarding and making and receiving telephone calls. The employee may be required on occasion to lift and/or carry up to 20lbs.

Work Schedule:

- Ability to work a flexible work schedule. Shifts vary (weekends and evenings as needed).
- Particular shift requirements/locations as noted below: (list, initial, date)
- Ability to assist in Camillus House's two (2) annual fundraisers (i.e. Gala and The Auction)

Camillus House is an Equal Opportunity Employer