

INTERNAL/EXTERNAL

POSTING



POSITION OPENING

Accounts Payable/Purchasing Assistant

(Administrative Services)

VACANT POSITION AVAILABLE: Accounts Payable/Purchasing Assistant

MINIMUM REQUIRMENTS: Associate's Degree in Accounting or related field preferred; High School Diploma required. Experience in bookkeeping, record keeping, and financial reporting. Understanding of and experience with computer systems in a Windows environment. Excellent computer skills, including Word and Excel, required. Valid driver's license and verification of vehicle insurance coverage required.

JOB RESPONSIBILITIES: Responsible for the completion of agency's accrual-based accounts payable. Coordinates and maintains facility purchase orders, agency credit cards, and aged reports. Processes transactions and performs accounting duties such as account maintenance, accrual entries, and reconcile accounts. Responsible for Agency bi-annual physical inventory. Prepares financial reports/forms. Responsible for the coordination and maintenance of reimbursement tasks for respite services. Assists with month end review and maintaining monthly spreadsheets. Responsible for daily collection/drop off of mail. Serves as a safety representative and primary backup to the receptionist. Demonstrates knowledge of and actively supports culturally competent, recovery based practices.

POSITION TYPE: Full Time; Hourly

RATE OF PAY: \$15.39 - \$20.35 per hour

IF INTERESTED: Submit resume and letter of application to: Human Resources Supervisor, c/o: Tuscola Behavioral Health Systems, 323 N. State St, Caro, MI 48723, www.tbhsonline.com, EOE

APPLICATION DEADLINE: Open until position is filled.

APPLY ONLINE:



POSTING DATE: March 22, 2024