

MAINE MOBILE HEALTH PROGRAM
Position Specifications
Essential Functions and Applicant Requirements

Position Title: ACCOUNTS PAYABLE CLERK

Pay Designation: Hourly (Non Exempt)

Reports to: Finance Director

Position Summary: Responsible for assisting MMHP program and administrative staff with various tasks as necessary.

Duties and Responsibilities:

- Assist with data management; running reports and data extraction
- Obtain documentation for invoices
- File, photocopy, fax, scan
- Pick up mail/drop off mail
- Bank deposits
- Provide back up support for daily and monthly responsibilities of the Finance team
- Run administrative-related errands
- Assist other staff with tasks
- Perform special projects

Other Essential Requirements:

- Computer systems including Microsoft Office software including at a minimum, comfort and expertise in Excel and Word.
- Familiarity/expertise with Adobe products a plus
- Ability to read, interpret and apply policies and procedures
- Ability to communicate clearly and effectively
- High level of comfort working with numbers
- Accuracy and attention to detail necessary
- Ability to work independently and set priorities among multiple requests
- Ability to interact with all other staff, volunteers, vendors and health providers

Equipment Usage Requirements:

- Routine Office equipment including but not limited to computer, calculator, copier, fax

Education and Experience:

High School diploma required, an emphasis on business courses is a plus. A minimum of two years in a secretarial or support capacity is preferred. Excellent interpersonal and communication skills are a must. Ability to take responsibility, set priorities, work independently and meet program goals and timelines. Familiarity with medical billing and/or basic medical terminology is a plus, as is experience with data management.

General Work Environment and Physical Demands:

- Requires sitting and standing with a normal office environment.

Cognitive and Emotional Demands:

- Problem solving required
- Occasional stress in meeting deadlines and handling competing priorities

Employee Signature

Date

Witness

Date