

POSITION DESCRIPTION

Department: Accounting Title: Accounts Payable Clerk I, II	
Date Created: 04/16/2026 Next Review Date: 4/16/2028	Reports to: Controller Approved by: <u>AKZ</u> Brant Truman (Apr 16, 2026 14:54:40 PDT) (Administrative Dept. Signature)

POSITION STATUS: ☒Hourly ☐Salaried

POSITION SUMMARY

This position supports the Accounts Payable functions by processing invoices, maintaining records, and assisting with financial tasks. The role requires attention to detail, organization, and the ability to work both independently and as part of a team. The Accounts Payable Clerk works collaboratively with Accounting, Payroll, and other departments

DUTIES & RESPONSIBILITIES

Accounts Payable Clerk I

- Perform general Accounts Payable duties including opening mail, matching invoices, reconciling statements, and processing payments.
- Enter and maintain accurate data for Accounts Payable records.
- Apply basic knowledge of General Ledger (GL) accounts to assign expenses appropriately.
- Maintain accurate records and documentation in compliance with department standards.
- Assist with preparation and support for audits by gathering required documentation.
- Maintain confidentiality of all Accounting, Payroll, and Human Resources information.
- Provide general support to the Accounting department as needed.
- Participate in team processes and support department workflow.
- Other duties as assigned.

Accounts Payable Clerk II

- Proficient in execution of A/P Clerk I job duties.
- Perform and support Accounts Payable functions across the organization.
- Process ACH transactions and maintain accurate electronic payment records.
- Reconcile assigned General Ledger accounts and resolve discrepancies.
- Maintain and report Unclaimed Property in compliance with regulatory requirements.
- Assist with resolution of Accounts Payable and Payroll-related issues.
- Serve as backup support for Payroll processing on a bi-weekly basis.
- Complete required Accounts Payable reporting and contribute to process improvements.
- Operate with minimal supervision and demonstrate independent problem-solving.
- Support departmental development and efficiency initiatives.
- Serve as backup to Payroll Manager as needed.
- Other duties as assigned.

QUALIFICATIONS

Accounts Payable Clerk I

Required:

- High school diploma or equivalent; Associate degree preferred.
- 1–2 years of Accounts Payable experience required.
- Basic knowledge of accounting principles.
- Proficiency with computers, keyboarding, and 10-key.
- Working knowledge of Microsoft Excel and Word.
- Strong organizational, time management, and multitasking skills.
- Ability to work independently and as part of a team.
- Strong communication and basic math skills.

Preferred:

- Healthcare Accounts Payable experience

Accounts Payable Clerk II

Required:

- Meets all A/P Clerk I qualifications.
- Previous healthcare Accounts Payable experience.
- Demonstrated understanding of General Ledger accounts and reconciliations.
- Ability to work independently with minimal supervision.
- Strong analytical, organizational, and problem-solving skills.

Preferred:

- Associate degree in Accounting or related field.



Our Values

The Values at Lake Chelan Health provide fundamental guidance to all staff in creating an exemplary patient experience and a wonderful environment for staff to care for our community. The Values of Lake Chelan Health ensure we consistently meet our Mission: *To Provide the highest quality healthcare with compassion and respect to the community we serve.* The Values at Lake Chelan Health Support our just culture – one of an accountable organization, that develops strong systems, treats all staff with respect and equity, and encourages employees to take responsibility for their choices while reporting errors and system vulnerabilities. Our values guide the way we interact with our employees across all levels and disciplines – framing the way we interact with our patients.

Vision: To improve community health and make our region a better place to live.

Mission: To provide the highest quality healthcare with compassion and respect to the community we serve.

Values: Relationships, Integrity, Compassion, Respect, Excellence

Relationships

We hold relationships as a foundational value for all interactions. We seek first to understand in all relationships- patients, coworkers, and our community.

At Lake Chelan Health we will:

- Place the highest value on developing and maintain sincere relationships with those we interact with.
- Expect more from ourselves than we expect from others.
- Empower each other to carry out tasks and actions.
- Foster growth and improvement in our peers and our teams
- Include those closest to the problem when making decisions.
- Create a working environment that encourages working to the "top of one's license"
- Seek to create a working environment that we enjoy, and patients trust.

Integrity

We demonstrate strong behavioral and ethical standards. We are accountable to our patients, our peers, and our community to these high standards in all our actions.

At Lake Chelan Health we will:

- Always do the right thing for our patients and their families.
- Work to earn the trust of those we serve.
- Communicate in an open and honest manner with the highest of ethical standards.
- Trust others while seeking, allowing, and expecting open and honest feedback.

Compassion

We treat every interaction with compassion, valuing every experience and story that our patients and their families bring with them. We seek to heal the whole person.

At Lake Chelan Health we will:

- Treat each patient, family, and caregivers with kindness and caring.
- Be respectful and understanding of the needs of our diverse community.
- Treat all of those we serve with humility, equity, and understanding.
- Provide care with grace and humanity.

Respect

We place a priority on equality and inclusion on a daily basis, honoring the dignity and worth of each individual.

At Lake Chelan Health we will:

- Honor our differences, regardless of issue.
- Celebrate the accomplishments of those we work with.
- Interact with humility and understanding.
- Be open minded and appreciate the perspectives and life experiences of all.
- Acknowledge and celebrate diversity in our community and our organization.
- Encourage transparency – encourage constructive identification of problems and take concerns directly to those involved.
- Communicate expectations clearly, dealing with content not assumptions.

Excellence

We demonstrate a full commitment to providing the highest level of quality and value in all aspects of our work, including operational, clinical, governance, financial, and relational.

At Lake Chelan Health we will:

- Expect quality and excellence for ourselves and those we interact with.
- Exemplify a just culture by focusing on improving systems – and treating staff equitably.
- Report errors, systems issues and provide solutions to improve, and not blame.
- Seek opportunities for continuous improvement in all our works.
- Use education and training as the foundation for improvement.

PHYSICAL REQUIREMENTS ANALYSIS

Department: Accounting

Job Title: Accounts Payable Clerk I, II

Mark all responses using the following codes:

N = Never

O = Occasionally, represents 1 to 33% or 1 to 2 hours of an 8-hour workday

F = Frequently, represents 34 to 66% or 2.5 to 5.5 hours of an 8-hour workday

C = Continuously, represents 67 to 100% or 6 to 8 hours of an 8-hour workday

N	O	F	C	PHYSICAL ACTIVITY
☐	☒	☐	☐	Walking
☐	☐	☒	☐	Sitting/Standing
☐	☒	☐	☐	Reaching: Shoulder Height
☐	☒	☐	☐	Above Shoulder Height
☐	☒	☐	☐	Below Shoulder Height
☒	☐	☐	☐	Climbing
☐	☒	☐	☐	Pulling/Pushing: 25 pounds or less
☐	☒	☐	☐	25-50 pounds
☒	☐	☐	☐	Over 50 pounds
☐	☒	☐	☐	Lifting: 25 pounds or less
☐	☒	☐	☐	25-50 pounds
☒	☐	☐	☐	Over 50 pounds
☐	☒	☐	☐	Carrying: 25 pounds or less
☐	☒	☐	☐	25-50 pounds
☒	☐	☐	☐	Over 50 pounds
☐	☒	☐	☐	Crawling/Kneeling
☐	☒	☐	☐	Bending/Stooping/Crouching
☐	☒	☐	☐	Twisting/Turning
☐	☒	☐	☐	Repetitive Movement

PHYSICAL EXPOSURE: (mark where applicable with "X")

☐ Unprotected heights

Harmful physical agents:

Lighting: ☐ Bright

☐ Heat/Cold

☐ Dim

☐ Noise

☐ Mechanical hazards

☐ Ionizing/non-ionizing radiation

☐ Hazardous substances

☐ Infectious diseases

ACCEPTABLE MINIMUM PHYSICAL ABILITY:

Vision:

☐ Good

☒ Correctable

☐ Blind

Color Vision:

☐ Normal

☐ Impaired

Hearing:

☐ Normal

☐ Moderate Loss

☐ Deaf

Manual Dexterity:

☐ Good

☐ Fair

Talking/Speech:

☐ Normal

☐ Moderate Loss

☐ Mute

DISCLAIMER STATEMENT

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified, nor do they address the performance standards that must be maintained.

EMPLOYEE:

I have read and understand the duties and responsibilities of this position. I have reviewed and agree to the contents of this position description, and I am able to perform the job functions and meet the physical requirements without restriction(s):

Employee Signature

Date

Job Description: A/P Clerk I, II April 2026

Final Audit Report

2026-04-16

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