



## **WILLAMETTE SURGERY CENTER**

### **We seek an accounts payable specialist to join our team!**

We seek a seasoned, dynamic, quality-focused accounts payable specialist with a minimum of two years current experience and skilled in superior customer service. Our accounts payable specialist manages cash flow, paying vendors and suppliers.

#### General Responsibilities:

- Review invoices for appropriate documentation prior to payment
- Perform invoice and general ledger data entry
- Execute credit card and bank account reconciliation
- Generate purchase orders as necessary
- Print and obtain signatures on all checks
- Assist senior financial officers as needed

#### **Our ideal candidate has:**

- Proficiency with Quickbooks and Microsoft Office
- Understanding basic principles of finance, accounting, and bookkeeping
- Prior experience in accounts payable (or accounts receivable)
- Experience with accounting software and online platforms
- Strong mathematical skills
- Strong customer service skills
- Ability to pass background check, credit check and drug screen

**To Apply:** Submit your application, resume and cover letter to [careers@hopeorthopedics.com](mailto:careers@hopeorthopedics.com) or fax to (503)316-3780. Download our application at <http://willamettesurgerycenter.com/index.php/careers/>

Willamette Surgery Center is a technologically advanced outpatient surgery center. Our mission is to provide the highest quality patient services through heartfelt, professional care. Our surgeons specialize in diagnostic and restorative surgery in orthopedics, neurosurgery, endoscopy, general surgery, pain management, plastic surgery, and podiatry.

*Willamette Surgery Center is an Equal Opportunity Employer*

Willamette Surgery Center  
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