Alta Care Group, Inc. is seeking applicants for an Accounts Payable. This position performs all duties as required to ensure accurate and timely processing of accounts payable and other duties relating to fiscal operations. It is responsible for monitoring expenses, tracking activity in all programs and communicating any issues and reconciling Accounts Payable documents.

**Essential Functions**

1. Keeps accurate files of all bids and quotes and contract documents including compliance with Davis Bacon Act where appropriate.
2. Records general ledger coding on purchase orders and check requests and makes sure all purchase requisitions have proper approval.
3. Ensures timely payment of all accounts payable.
4. Trouble shoots Accounts Payable invoices and statements as necessary prior to payment or to correct errors after the fact.
5. Contacts vendors to set up vendor files. Requests and completes credit applications as needed. Maintains a vendor file for each program vendor.
6. Maintains the electronic purchase order system and follows up on any discrepancies.
7. Works closely with the CFO to review any issues monthly. Communicates any issues and potential overspending areas to Program Directors, CFO, and CEO.

**EDUCATION/EXPERIENCE:** Two or more years’ experience in Accounts Payable required. Associate’s or Bachelor’s degree in Accounting or a related field, preferred.

Please submit resume and letter of interested to Human Resource Officer, Alta Care Group, Inc., 711 Belmont Ave. Youngstown, OH 44502 or email EOE.