

Housing Accounting Associate

Position Summary		
<p>The Housing Accounting Associate maintains accurate payment information by auditing high volume purchase order driven expenses, handling invoices, check matching, conducting research in Great Plains and HOME, resolving vendor and customer questions, in order to enable efficient payments and financial reporting ultimately impacting EBITDA.</p>		
Reports To:	Division:	Primary Location:
Manager, Housing AP	Business Services	San Diego
Core Job Responsibilities		Metrics & Goals
<p><i>The observable, accountable actions and activities that lead to business results or metrics.</i></p>		
Job Tasks:		Volume
<ul style="list-style-type: none"> • The invoice and payables process for AMN Housing & Travel expenses; includes PO (Purchase Order) data entry into various systems, check matching, general ledger coding, proofing, vendor payments and mailing invoices. • Document Imaging, including document preparation, scanning, indexing, compiling and assembling documents in accordance with company standards. • Month end close including recording expenses and revenue in the proper month, journal entry preparation and reporting requirements. • Research PO issues and potential errors by investigating relevant processes and systems (i.e. Great Plains) utilizing problem solving skills in order to make accurate determinations of resolutions. • Prepare monthly reconciliation accounts. • Reconcile and match checks in order to ensure accurate records. • Create and maintain desktop procedures to meet on going needs of the organization. • Handle competing priorities by evaluating urgency, time lines and level of effort to complete. • Respond to payment inquiries by internal customers in a timely manner utilizing customer focus techniques and clear communication in order to educate on process and resolve issues. • Monitor timeliness of payments, including weekly payment recommendations. • Assist with new hire and on-going training when required. 		<ul style="list-style-type: none"> • Average of 1300-1400 PO's monthly • Monthly Journal Entries
Internal Customers & Partners		Customer Satisfaction
<ul style="list-style-type: none"> • Billing • Client Accounts Receivable • Cash Management • Traveler Accounts Receivable • Corporate Accounting • HAE's • Travel Specialist • IT 		<ul style="list-style-type: none"> • Feedback from internal and external customer • Collegial Partnership with Sales
External Customers		Accuracy
<ul style="list-style-type: none"> • Third party vendors • Physicians/Clinicians 		<ul style="list-style-type: none"> • # Escalations • Adjustment Trends • Audit errors • Department Compliance
Systems		Timeliness
		<ul style="list-style-type: none"> • Respond to questions within 4 to 6 hours

Position Description



- AMIE (proprietary candidate, order and client database – Nurse & Allied Division)
- Great Plains (Microsoft Dynamics; Enterprise Resource Planning)
- MS Office (Word, Excel)
- Third Party online or software (e.g. Bank of America, American Express), NetService
- SBDev (proprietary candidate, order and client database for locum tenens)
- MHACS (proprietary candidate and client database for perm placements)
- HOME (Housing Operations Management Exchange)
- Workday (HRIS)
- API (client invoices)

Direct Reports – No

Travel – None to very little.

Budget Oversight - No

Exemption Status: Exempt Non-Exempt

Competencies	Education, Certifications & Experience
<input checked="" type="checkbox"/> AMN Core Competencies <input type="checkbox"/> AMN Leadership Competencies <input type="checkbox"/> AMN Executive Competencies	<p>Minimum Education/Certifications:</p> <ul style="list-style-type: none"> • High School diploma or equivalent • Advanced knowledge and skills in Microsoft Word and Excel <p>Minimum Experience:</p> <ul style="list-style-type: none"> • 1 year accounts payable or receivable experience

Work Environment and Culture

- Work performed primarily in an office environment, consisting of light to moderate physical activity, including use of computer, telephone and/or other office equipment.
- Work on-site within the expected work hours and schedule including required meetings and on-time attendance.
- All team members must adhere to AMN Healthcare’s mission statement, core values, and company policies and customer service standards.
- This position description is a communication tool, does not guarantee employment, and is not intended to be all-inclusive. Employee may be required to perform other duties to meet the ongoing needs of the organization.

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