

Part-Time-Receptionist/AP Clerk

All times are in Pacific Daylight Time.

ID

2015-6016

of Openings

1

Job Locations

US-CA-Newport Beach

Posted Date

4/20/2015

Category

Administrative and Support Services

Position Type

PT<20 Scheduled

More information about this job:

Job Responsibilities:

Behind every great success story is a stellar support team!

Although we're not in the field providing the direct patient care, operations management, or sales leadership services that our patients and customers depend on, best-in-class healthcare doesn't happen without us. We're the powerhouse behind Alliance HealthCare Services' business units—Alliance HealthCare Radiology (providing market-leading radiology services like MRI and PET/CT imaging scans) & Alliance Oncology (providing advanced oncology treatments and services like radiation therapy and stereotactic radiosurgery). We create the IT, HR, Finance, Marketing, and Business Intelligence magic that enables our businesses to deliver superior radiology solutions and radiation oncology services that delight customers and patients. But that's not all we do. We also put our prize-winning ingenuity to work developing improved processes, business solutions and new service offerings that can take on a life of their own and take you front-and-center. So, whether your career goal is behind-the-scenes or primetime, Alliance HealthCare Services' Resource Center is your ticket!

The Receptionist/AP Clerk's responsibilities will include answering incoming calls and directing them appropriately, greeting visitors, and meetings/conference room management. Processing all incoming mail by separating all A/P invoices, scanning those invoices, keying in the invoice information into the A/P software, then routing the image to the appropriate manager for approval.

Responsibilities will include the following:

- Answers switchboard and Greets visitors. Manages meetings / conference rooms. Issues parking validations and manages the accounting/reconciliation of the account.
- Opens/Distributes mail. Provides full back-up coverage for mail room operations when needed (including USPS and Fedx machines / software)
- Performs initial scans, data entry, and routing of A/P invoices. Manages the accounting process (in excel) of all Fedx expenses. Codes, keys and posts expenses for payment

A division of Alliance HealthCare Services (NASDAQ: AIQ), we are an equal opportunity employer and we believe in strength through diversity. All qualified applicants will receive consideration for employment without regard to, among other things, race, religion, color, national origin, sex, sexual orientation, gender identity & expression, status as a protected veteran, or disability.

Position Requirements:

- High School Diploma or general education degree (GED)
- Two (2)- Five (5) years or previous administrative assistant experience required. Typing 50+ WPM preferred.
- Proficiency with Word, Excel, Outlook required; PowerPoint experience is a plus.
- Strong communication skills (written and verbal)
- Ability to manage multiple project, adhere to deadlines, and solve problems as they arise
- Strong interpersonal skills that promote building relationships with both external and internal customers

For more information or to apply, go here:

<https://careers-alliancehealthcareservices.icims.com/jobs/6016/part-time-receptionist-ap-clerk/job?sid=24&mobile=false&width=720&height=500&bga=true&needsRedirect=false&jan1offset=-480&jun1offset=-420>