

Accounts Payable Clerk – Full Time**Date:** 8/7/25**Location:** Everett

The WWMG Finance Department is searching for an Accounts Payable Clerk to join our team. The ideal candidate will be interested in a collaborative work environment working with a small team. We are an upbeat group that enjoys the challenges of running a full scale Finance Department providing payroll, accounts payable, and financial statement creation for 20+ care centers across Snohomish County.

We work smarter, not harder, and foster a culture of communication and teamwork that makes life fun. We strive to help each other have a great work life balance. We succeed together. We are offering a position of 40 hours per week with full health benefits, a generous 401k plan (profit sharing and match) and paid sick and vacation time.

This is a 40 hours per week onsite position, Monday - Friday. Free parking at the Everett waterfront.

Job Summary:

The Accounts Payable Clerk is responsible for providing financial, administrative, and clerical support to ensure accurate and timely processing of accounts payable transactions. This position involves managing vendor invoices, preparing payments, maintaining financial records, and ensuring compliance with company policies and procedures.

Key Responsibilities:

- Receive, review, and verify vendor invoices and expense reports
- Code invoices to appropriate general ledger accounts
- Ensure proper approvals are obtained prior to payment
- Prepare and process weekly check runs, ACH, and wire payments
- Process monthly rent checks and maintain tracking spreadsheet for changes
- Maintain accurate and organized records of all disbursements
- Reconcile vendor statements and resolve discrepancies promptly
- Communicate with department managers/vendors regarding payment status and resolve inquiries
- Process credit applications for department Managers
- Maintain corporate credit card program
- Maintain vendor files and ensure up-to-date W-9s and contact information
- Assist with month-end close processes and support reconciliation of accounts payable-related general ledger accounts
- Generate reports as needed for management review
- Adhere to internal controls and company policies
- Ensure timely and accurate recordkeeping in compliance with audit requirements
- Assist with audits (internal and external) as required
- Support the Accounting Manager with other accounting and administrative tasks as assigned

Required Qualifications:

- High school diploma or GED required
- 1–3 years of accounts payable or general accounting experience
- Ability to accurately process and record a large volume of numerical data
- Excellent customer service skills
- Beginner level excel skills required, with willingness to grow proficient overtime
- Proficient in Microsoft Excel and other MS Office applications
- Excellent attention to detail and organizational skills
- Strong communication and problem-solving abilities
- Ability to manage multiple tasks and meet deadlines
- You must be able to provide proof of legal authorization to work in the United States

Preferred Skills:

- Accounting Background – basic concepts of GAAP, Accounts Payable, Journal Entries and the General Ledger
- Proficient in Microsoft Excel and other MS Office applications
- Strong understanding of accounting principles and AP best practices
- Experience in a healthcare, nonprofit, or construction accounting environment
- Knowledge of 1099 regulations and year-end processing
- Experience with Sage 100

Career growth:

The Accounts Payable Clerk role offers opportunities for professional growth and development within the organization. With demonstrated performance, attention to detail, and a proactive attitude, individuals in this role may grow into positions with greater responsibility

Working Conditions

- Works inside under normal temperature conditions, with adequate light, ventilation and space. Works mostly alone, occasionally with others. Must expect moderate noise generated from computer printer, office machinery and talking. Must be able to work in a small or confined office space. Interaction is busy, constant and occasionally interrupted. Stress levels may be high. Rarely but occasionally attend business-related meetings outside of the office. Requires ability to have personal transportation.
- Must be able to tolerate intermittent physical activity, including sitting, walking, standing, stooping, carrying, bending, talking and use of hands to finger, handle or feel. The degree to which any of these is done depends on the techniques being used. Must have sufficient freedom of total body movement in order to stand up and sit down at a workstation, be able to squat and/or stoop in order to lift at least 25-pounds. Must possess the physical traits to remain sedentary for most of the day and must be able to reach for items above shoulder height. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- This job description is not an exclusive or exhaustive list of all job functions that a team member in this position may be asked to perform. Duties and responsibilities can be changed, expanded, reduced or delegated by management to meet the business needs of the organization.

Benefits:

You give your all, and so do we. We are committed to providing an excellent workplace experience and a wonderful employee experience. Benefits include:

- Medical, Dental, Prescription and Vision Insurance
- AD&D, LTD and Basic Life are provided for all employees
- 401(k) plan with employer match
- 2-4 weeks' vacation based on longevity
- 9 Paid Holidays per year
- Sick time accrued per Washington State law
- A family friendly and people focused workplace
- The opportunity to work for the best healthcare company in Washington

Schedule: Full time 40 hours/week. Monday – Friday in person at our Administrative office on the Everett waterfront. Free parking.

Salary: Hourly wage \$24.04 - \$28.85/ hour depending on experience, skill set and education.

To Apply: please send cover letter and resume to: tbrown@wwmedgroup.com.

About WWMG

Western Washington Medical Group is a collection of primary and multi-specialty healthcare practices in the Puget Sound region with more than 100 providers (and growing). Our vision is to provide the best experience for patients and providers while serving market needs. The doctors who founded Western Washington Medical Group in Everett in the early 1990s had a shared goal: to give their patients the best possible care.

Since those days, much has changed in our group. It has grown to more than 20 care centers in Snohomish, Skagit and Island counties, with more than 100 providers in over 20 specialties. However, our founding goal and our founding mission still guides us today. Through three decades of serving the North Puget Sound region, we have proudly remained provider-owned and provider-run.

Because we are independent, our care decisions are not limited by corporate managers or corporate systems. And that means that our providers and our patients are free to make the best informed choices together. The result is personalized state-of-the-art care, and that remains our shared goal, as we continue to follow our founding vision into our fourth decade of serving our North Puget Sound communities.

Western Washington Medical Group is an Equal Opportunity Employer. We celebrate diversity and inclusion and welcome applications from qualified candidates, regardless of race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected veteran status or any other characteristic protected by applicable federal, state or local law.