



Account Payable Specialist

Location: Taguig, Philippines

Lifetrack Medical Systems is a healthtech company that has developed and deployed the first scalable, distributed medical imaging software designed for affordable access around the world. Lifetrack works with large healthcare chains, public health systems and radiology group practices to scale their radiology operations seamlessly without the pain or cost of legacy medical imaging software.

Lifetrack's mission is to build simple, elegant, powerful, and intuitive software platforms for the entire healthcare ecosystem, starting with medical imaging in emerging markets, where the needs are greatest and the resources are scarcest. Our LifeSys™ platform is now being used in healthcare in Southeast Asia, South Asia, Africa, the United Kingdom and United States for hundreds of thousands of patients annually. We are trusted and backed by the Asia Impact Investment Fund of UOB and Credit Suisse, the corporate VC arm of Philips Healthcare, and Kickstart Ventures of the Philippines' Ayala Group.

Core Responsibilities

The Account Payable Specialist, reporting to the Finance & Accounting Lead, is responsible for:

- 1. Fully responsible for the entire AP function**
 - a. Receive all vendor invoices, verify, and send for authorization.
 - b. Correctly coding all vendor invoices, and enter in accounting system.
 - c. Conduct weekly AP runs (bank transfers, cheques, overseas wires).
 - d. Ensure that bank transfers/deposits and overseas wires made are received by intended recipients.
 - e. Ensure that no invoice go overdue.
 - f. Ensure that the AP sub-ledger reconciles to GL.
- 2. Support for Banking and Treasury function**
 - a. Monthly bank reconciliations for all bank accounts managed by LMS.
 - b. Assist in providing regular cash-flow reports.
 - c. Keeping the bank-related documents in an organized manner
- 3. Ensure proper execution of all AP-related compliance**
 - a. Ensure all relevant statutory/regulatory lodgments (e.g. withholding tax) are completed, for all countries from which payments are made.
 - b. Ensuring internal compliance of a Procure-to-Pay process, including proper vendor set-up.



4. **Providing additional accounting support, as directed.**
 - a. Responsibility for reconciliation and schedules of GL items, as allocated.
 - b. Coordinating with the administrative officer on the specific details of AP-related tasks.

Critical Requirements

1. Bachelor's degree in accounting, finance, or related field.
2. In-depth knowledge of accounts payable principles, accounting standards and industry regulations.
3. Proficient in Microsoft Office applications
4. Above average Microsoft excel skills
5. Strong attention to detail with a dedication to accuracy
6. Excellent verbal and written communication skills
7. Ability to analyze large sets of data

Critical Qualities

Mental Agility. A suitable candidate has the ability to understand the role and translate it into day-to-day actions; s/he can solve issues and/or problems in a systematic manner; and who has the confidence to handle difficult situations.

People-person. You should have the ability to handle interactions with both clients and colleagues in a manner that gets the job done.

Critical thinker. As an integral part of the team, you should think clearly and rationally, and make logical connections between ideas to create a wise decision.

Persistent. It is a necessary component of the role to ensure that you are able to carry out the requirements demanded of the role.

Operating Principles

Purpose-driven. We are looking for individuals who are aligned with our mission and are motivated by working on healthcare technology that can positively impact millions of lives around the world

Do it right, from the start. We believe in starting from first principles and putting in the hard work now to avoid more work down the future. Our LifeSys™ platform, built from the ground up, reflects this.

Radical transparency. We want our people to keep growing and improving. Receiving and giving feedback is critical for this. We expect people to be upfront, open and willing to learn from each other.

Crush the bottlenecks. We are always focused on the critical path to achieving results. We expect our members to be relentlessly efficient in clearing the obstacles to this critical path.

Going the extra mile. We like and reward team members who are not only good at their jobs, but will raise their hand and propose projects or solutions that help take Lifetrack forward.