



Accounts Payable Officer – Image Plus Consultants Limited (IPCL)

Are you detail-oriented, customer service-focused, able to multitask, and focused on finding solutions? If yes, **IPCL** trading as **Apex Radiology**, is looking for you to join our team as an **Accounts Payable Officer**.

The Accounts Payable Officer is responsible for the accurate and timely processing of supplier invoices and payments in our fast-paced health care environment. He/she should,

- Have a Diploma or Associate Degree in Accounting, Finance, or a related field
- Possess a minimum of 1–3 years' experience in Accounts Payable or a similar role
- Be proficient in using accounting software applications (particularly Peachtree/Sage)

About the Company - Image Plus Consultants Limited, trading as Apex Radiology, is a premier name in Jamaican medical diagnostic imaging. With 30 years of excellence and an official listing on the Jamaica Stock Exchange (JSE) Junior Market, the Company has built a reputation for high-quality, accessible care. Operating across five (5) locations with revenues exceeding \$1B, Apex Radiology is recognized for its stellar corporate governance and commitment to cutting-edge services.

About the Role - Reporting directly to the Senior Accountant, the Accounts Payable Officer plays a key role in ensuring we manage our cash flows and maintain strong relationships with our service providers. Key responsibilities include:

1. Invoice Processing

- a. Receive, verify, and process approved invoices related to diagnostic imaging operations.
- b. Track the timing of all bill payments to prevent late fees. Post entries, as assigned

2. Payment Processing and Vendor Communication

- a. Prepare and process payment runs, ensuring timely payments and avoiding any disruption in services.

- b. Maintain proper records of all payments processed and communicate with vendors regarding payment status and queries.
- 3. Reconciliations & Controls**
- a. Reconcile supplier statements, monitor outstanding payable balances, and resolve discrepancies promptly, contributing to the timely preparation of management reports.
- 4. Process Improvement**
- a. Assist in identifying workflow inefficiencies, recommending improvements, and helping to implement structured tracking systems.
- 5. Any other tasks assigned** as per the needs of the Department/Company.

How to Apply -If this role sounds like you, your journey to becoming a part of our dynamic team could begin today! We invite you to send an application to ***hradmin@apex-radiology.com*** by **Wednesday, April 15, 2026**, to join our dynamic team.

We thank all applicants for their interest; however, we regret to advise that only short-listed candidates will be contacted.