

Job Description

Position Title: Accounts Payable Coordinator
Reports to: Accounting Supervisor
Department: Accounting
Date Revised: February 2010
FLSA Status: Hourly

Summary:

This individual is primarily responsible for coordinating all activities related to accounts payable processing invoices and processing expense reports.

Essential Duties and Responsibilities:

1. Opens mail and matches invoices to purchase orders. Reviews and researches discrepancies on purchase orders and on vendor statements.
2. Prepares vouchers for data entry.
3. Participates in weekly cash requirements meeting. Matches up printed checks for mailing and filing.
4. Processes all expense reports and manages the flow through the ACH system.
5. Liaison to vendors.
6. Verify data entry for all batches processed.
7. Update cash sheets with bank activity for ACH.
8. Participates in meetings as requested.
9. Set up new vendors as requested by Purchasing.
10. Back up Accounts Receivable and support other departmental duties as needed.
11. Assist with year-end 1099 process.
12. Other duties as assigned.

Qualifications:

Two to three years of a accounts payable experience preferred. Must possess excellent oral and written communication skills, strong record keeping skills, be organized, and detail oriented. Must be able to function well in a team atmosphere. Must be proficient in use of PC with a strong focus on Excel. Confidentiality is a must.

Notes: *Job descriptions are guidelines to assist employees in awareness of qualifications and performance expectations for their respective positions. It is not possible or desirable to commit every detailed aspect of each job to a written description. Each employee is expected to continually improve their knowledge and understanding of their job requirements and to use this information to increase insight as to the scope of their responsibilities. Job descriptions cannot be used as an argument to refuse work assignments.*

Incumbent Signature

Date