



Accounts Payable Coordinator

Finance

JOB SUMMARY

This position is responsible for coordinating the organization's accounts payable functions.

ESSENTIAL FUNCTIONS

- Receive and process vendor invoices.
- Process deposit refunds.
- Issue checks.
- Initiate and monitor fund transfers.
- Prepare journal entries for fund transfers.
- Receive and review all monthly vendor statements. Investigate missing invoices/payments, as necessary.
- Maintain vendor files.
- Develop and maintain professional relationships with vendors.
- Monitor and resolve all Accounts Payable issues.
- Maintain employee purchasing card records. Assist employees with monthly reconciliation of receipts. Monitor usage and process P-card payments in a timely manner.
- Maintain all corporate credit cards, including tracking usage and reconciling receipts to monthly statements.
- Provide support to departments on matters related to invoicing and budget tracking.
- Maintain company petty cash.
- Perform related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of accounts payable principles and practices.
- Knowledge of purchasing policies and procedures.
- Knowledge of computers and job-related software programs.
- Knowledge of purchasing card practices and policies.
- Knowledge of records retention principles and schedules.

- Skill in analyzing data and preparing related reports.
- Skill in effective oral and written communication.
- Skill in the provision of quality customer services.

COMPLEXITY/SCOPE OF WORK

- The work consists of related administrative and technical duties. The need for accuracy and maintaining deadlines contribute to the complexity of the position.
- The purpose of this position is to coordinate the organization's accounts payable functions. Successful performance contributes to the accurate and timely processing of invoices.

PHYSICAL DEMANDS/WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light and heavy objects.
- The work is typically performed in an office.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years of experience or service.
- Ability to be bonded.