



## **POSITION DESCRIPTION**

### **POSITION**

ACCOUNTS PAYABLE COORDINATOR

### **DEPARTMENT**

CENTRAL SERVICES

## **POSITION DESCRIPTION SUMMARY**

Reporting to the Director of Administration, the Accounts Payable Coordinator will perform the Firm's accounts payable function, including vendor invoice payments, on demand check requests, general ledger entries, 1099's, and other transactions as directed.

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

The Accounts Payable Coordinator will be primarily responsible for handling all accounts payable, as well as general ledger entries and 1099 processing.

Specific Duties of the Accounts Payable Coordinator will include the following:

- Receiving, reviewing, coding, and processing for payment of vendor invoices
- Receiving, reviewing, coding, and processing for payment of check requests for client expenses
- Reconciling Firm's Visa statement with visa usage reports, coding & processing for payment
- Processing employee expense reports
- Managing all check runs, including printing and mailing all checks as directed
- Corresponding with vendors and employees and responding to inquiries
- General ledger entries to allocate and re-class payable amounts
- Compiling information and printing 1099's
- Filing and maintaining all accounts payable documents/invoices
- Preparing monthly spreadsheets to compare actual versus budget on various general ledger accounts
- Entering client costs and reconciling with invoice when necessary

- Cross training with others in department as appropriate
- Other duties and projects as may be assigned.

### **QUALIFICATIONS SUMMARY**

The Accounts Payable Coordinator must have training and/or experience deemed adequate to perform these functions. Minimum requirements include:

- High school diploma or equivalent
- Three to five years' accounts payable and general ledger experience
- A complete understanding of accounts payable functions
- High level of organizational ability and flexibility
- Ability to utilize automated accounting software
- Prior experience with vendor inquiries and reconciliations
- Strong data entry and Microsoft Excel spreadsheet skills
- Capable of handling multiple priorities
- Completing tasks in a professional, timely manner
- Excellent interpersonal, written and oral communication skills
- Ability to work unsupervised when needed
- Ability and desire to solve problems quickly and independently