

JOB DESCRIPTION

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| **TITLE:** | Accounts Payable Coordinator | **DATE:** | 3/2017 |
| **REPORTS TO:** | Controller | **FLSA STATUS:** | Hourly Non-Exempt |
| **DEPARTMENT:** | Accounting | **MGT/SPVR:** | Yes |

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**SUMMARY**

Manage the overall direction, coordination and evaluation of Accounts Payable.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *include the following. Other duties may be assigned.*

* Review and code all non-PO invoices for appropriate documentation and approval prior to payment.
* Sort and distribute incoming mail.
* Process 3 way P.O. matching invoices.
* Prioritize invoices according to cash discount potential and payment terms.
* Process check requests.
* Weekly check runs.
* Reconcile and process credit card statements.
* 1099 maintenance.
* Respond to all vendor inquiries.
* Reconcile vendor statements, research and correct discrepancies.
* Assist in month end closing, accruals.
* Maintain files and documentation thoroughly and accurately, in accordance with company. policy and accepted accounting practices.
* Assist with other projects as needed.

**QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*.

* 2+ years of full cycle Accounts Payable experience.
* Must have strong work ethics.
* Must be well organized and a self-starter.
* Detail oriented, professional attitude, reliabl.e
* Proficient in Excel and Word, 10-key by touch, Microsoft Dynamics AX experience a plus.
* Possess strong organizational and time management skills.
* Strong problem solving skills, basic accounting principles knowledge, documentation skills, research and resolution skills, data analysis and multi-tasking skills.
* Thorough knowledge of applicable accounts payable/general ledger systems and procedures, financial chart of accounts and corporate procedures.
* Ability to communicate effectively verbally and in writing.
* Ability to interact with employees and vendors in a professional manner.
* Ability to work independently and with a team in a fast-paced and high volume environment with emphasis on accuracy and timeliness.

**SUPERVISORY RESPONSIBILITIES**

This job has no direct supervisory responsibilities.

**EDUCATION and/or EXPERIENCE**

High school diploma or GED required. Bachelor's degree (B. A.) in Accounting or Finance from four-year college or university; or three to four years related experience and/or training, including previous supervisory experience;orequivalent combination of education and experience. Microsoft Dynamics experience is preferred, as well as previous working experience with MS Office Suite.

**CERTIFICATES, LICENSES, REGISTRATIONS**

None required.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, and business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and other employees of the organization.

**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of instructions furnished in written, oral, diagram, or schedule form, and deal with several abstract and concrete variables.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand; walk; and use hands and fingers to operate a computer keyboard, mouse, and telephone keypad. The employee is occasionally required to reach with hands and arms and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate.