

Position: Accounts Payable Coordinator



**Reports to:** AP/AR Supervisor

**Overview:**

The accounts payable coordinator ensures accounts payable invoices are processed in a timely and accurate manner, in addition to assisting the accounting team on other projects as assigned.

**Position Responsibilities:**

- Process accounts payable invoices and payments, which includes scanning, coding, and inputting all AP in a timely and efficient manner.
- Enter daily cash transactions.
- Assist with reviewing and processing draws.
- Ensure internal controls in the accounts payable areas are being maintained.
- Other projects as assigned to support the accounting team.

**Requirements:**

- Associate's or Bachelor's degree
- Strong attention to detail, with good organizational skills.
- Dependable and has the ability to focus and meet deadlines.
- Effective verbal and written communication skills, as well as team-oriented.
- Experience with Microsoft Office, including Excel and Word, and ability to learn new programs such as Dynamics GP and Adobe Acrobat.