



JOB DESCRIPTION – ACCOUNTS PAYABLE COORDINATOR

STATUS: Non-Exempt

DEPARTMENT: Accounting

DATE: June 2021

FUNCTION

The Accounts Payable Coordinator is responsible for receiving and reviewing incoming invoices, distributing them to the correct department for payment approval, and entering them into the Company's accounting system while ensuring accuracy. The Accounts Payable Coordinator coordinates payments for invoices and ensures they are paid timely and correctly.

ORGANIZATIONAL RELATIONSHIPS

- A. The Accounts Payable Coordinator reports directly to the Controller.
- B. The Accounts Payable Coordinator has no supervisory responsibility.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- A. Works with departments to get invoices approved for payment. Conducts research as needed on any missing invoices or to find a PO number.
- B. Reconciles fuel receipts on a daily basis and codes the expenses in order to get proper approval.
- C. Prepares billing on a weekly basis for car rental, hotels and credit card processing and ensures the expenses are coded properly based on the contract, truck, load or other criteria.
- D. Communicates invoice discrepancies to appropriate parties and tracks outstanding items.
- E. Captures supporting documentation for transactions and uploads it into the accounting software utilized by the Company.
- F. Processes daily and/or weekly ACH payments.
- G. Facilitates truck licensing for all heavy-duty trucks for the Company. Prepares the sales tax return for mileage annually.
- H. Assists internal and external auditors in gathering information requested and provides research on the sample requested.
- I. Seeks opportunities to improve processes to ensure efficiency with payment of invoices.

OTHER DUTIES

- A. Converts paper documentation to an electronic format to create efficiencies.
- B. Other duties as assigned.



MENTAL AND PHYSICAL REQUIREMENTS

- A. Strong verbal communication skills needed to articulate information in a clear and concise manner
- B. Excellent listening skills in order to interpret what you hear and provide the right answer.
- C. Ability to solve complex problems through research and understanding.
- D. Ability to work in a team environment, providing support for many people.
- E. Strong attention to detail, understanding the risk of missing important and/or relevant information.
- F. Ability to perform assigned duties under frequent time pressures in an interruptive environment with changing priorities.
- G. Strong computer skills required to manage and maintain data in software systems, often running reports from one system to upload data into another system.
- H. Sitting for long periods of time while using a telephone and computer.

EDUCATION, TRAINING AND EXPERIENCE

- A. Associates degree in Accounting or Finance preferred.
- B. Knowledge and understanding of accounting standards.
- C. Working knowledge of computer systems, including Microsoft Office. Strong expertise in Excel required

WORKING ENVIRONMENT AND CONDITIONS

- A. Corporate office environment

EQUIPMENT AND TOOLS

Computer	FAX
Telephone	Scanner
PC software and network	Copy machine
10-Key	Microsoft Office

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The company recognizes that an individual with a disability may require an accommodation to enable him/her to successfully perform a job function. Consideration will be given to reasonable accommodations. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.