

Job Title: AP Coordinator
Department: Accounting
Reports To: Project Accountant
FLSA Status: Non-Exempt
Physical Strength: Heavy

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Approved By: Human Resources
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SUMMARY

The AP Coordinator position is responsible for providing general accounting support as well as performing accounts payable functions to support the Project Management team, including handling sub-contractor invoicing, vendor invoicing, tracking and monitoring accounts payable, and assists with any billing issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES other duties as assigned...

1. Receives invoices, reviews, and enters or disperses to Project Manager for approval and reconciles vendor statements.
2. Enters office invoices and Project Management (Non-Subcontracted Subs) approved invoices accurately and timely.
3. Prints weekly AP checks and subcontractor checks, seeks approved signatures and mails.
4. Prints retention checks, to include verification of receipt of warranties, OM and As-Builts as applicable and seeks appropriate signature for Final Waiver.
5. Assists in entering sub-contracted invoices against purchase orders accurately and timely.

JOB DUTIES

- Compiles and sorts documents, such as invoices and checks, substantiating business transactions.
- Ensures QuickBooks vendors are current, this includes address, W-9's, Certificate of Insurance for general liability and workers comp.
- Audits invoices against purchase orders, researches discrepancies, and approves for payment.
- Investigates problems that vendors or purchasing agents have with obtaining payment for bills.
- Prepares vouchers, invoices, checks, account statements, reports, and other records, and reviews for accuracy.
- Reconciles general ledger accounts with various registers.
- Extracts general ledger information.

- Monitors loans and accounts payable and receivable to ensure that payments are up to date.
- Reconciles AP report discrepancies and problems.
- Codes data for input to financial data processing system according to company procedures.
- Reviews, balances, and interprets computer reports, and makes corrections.
- Assists employees, vendors, clients, or customers by answering questions related to accounts, procedures, and services.
- Works collaboratively with billing during the billing process to print, sort, and edit draft bills in a timely manner.
- Maintains punctual, regular and predictable attendance.
- Works collaboratively in a team environment with a spirit of cooperation.
- Displays excellent communication skills including presentation, persuasion, and negotiation skills required in working with clients and coworkers and including the ability to communicate effectively and remain calm and courteous under pressure.
- Respectfully takes direction from manager.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. 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.

EDUCATION and/or EXPERIENCE

Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; to apply concepts of basic algebra and geometry.

COMPUTER SKILLS

Has advanced basic computer job skills including logging on to systems, ability to communicate by email, ability to compose documents, enter database information, create presentations, download forms, and preserve/backup important data. Experience with QuickBooks and Excel is strongly preferred.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situation where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

This position does not require any certificates, licenses, or registrations.

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 talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must occasionally lift and/or move more than 100 pounds.

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.

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The noise level in the work environment is usually moderate.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities, or requirements.

Employee Signature: _____

Employer Representative: _____

Date: _____