



**Position: Accounts Payable Coordinator**

**Department: Finance**

**Starting Salary: \$38,000 (Salary based on qualifications and experience)**

**Date: August 6, 2024**

The Accounts Payable Coordinator is responsible for performing accounting and clerical tasks related to the efficient maintenance and processing of accounts payable transactions. This position involves verifying invoices, processing payments, reconciling vendor statements, and maintaining accurate records of accounts payable activity.

**Duties and Responsibilities**

- Verify invoices for accuracy and compliance with company policies
- Process ACH and check requests in a timely and accurate manner
- Maintain accurate records of accounts payable activity
- Reconcile vendor statements and resolve discrepancies
- Research vendor inquiries for payments and prepare check requests as needed
- Reconcile bank statements and resolve discrepancies
- Develop and maintain a filing system for reports and related backup
- Generate and maintain spreadsheets/documents using Excel and Microsoft
- Other duties as assigned

**Requirements and Qualifications**

- Must be a high school graduate or equivalent
- 2 years of accounts payable experience preferred
- Excellent written and verbal communication skills
- Attention to detail and accuracy
- Able to multitask and adhere to deadlines
- Good organizational skills
- Must complete Finance I through the Carl Vincent Institute within 1 year of hire
- Must possess a valid Georgia Driver's License

**If you feel you qualify for the above position, you must report to the Human Resources Office to indicate your interest. The position will remain open until filled.**