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# Example of Accounts Payable Coordinator Job Description

Our innovative and growing company is searching for experienced candidates for the position of accounts payable coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for accounts payable coordinator

* Training and continuous education of staff in using the Concur Premier Professional expense reporting platform
* Reconcile all Accounts Payable sub ledgers to ensure accuracy of accounting system
* Prepare accounts payable reports, as needed
* Manage all Concur expense report processing, including review of expense reports, analyzing receipts to verify accuracy and entering these into the accounting system
* Assisting in Accounts Payable monthly close
* Maintaining journals, ledgers, and schedules for all companies as related to Accounts Payable
* Oversee the daily operations of the Accounts Payable outsourced team internationally for assigned business segment
* Reviewing company-wide T&E expenses via Concur for adherence to company policies
* Employee maintenance and new employee setups in Concur
* Creation of purchase requisitions via SAP

## Qualifications for accounts payable coordinator

* Microsoft Dynamics proficiency
* Matching invoices to Purchase Orders/Receivers
* Processing Petty Cash/Advances and Check Requests from Programs
* Receiving, reviewing, obtaining approval and processing vendor invoices for payment
* Investigating invoices/check requests/Petty Cash awaiting Program approval
* Reviewing and reconciling vendor statements and working with vendors to ensure that all invoices and credits are received and processed in the system