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# Example of Accounts Payable Coordinator Job Description

Our company is hiring for an accounts payable coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for accounts payable coordinator

* Provide technical support on how to use the company's AP system to internal users
* Review vendor invoices for proper tax treatment
* File invoices in a timely manner and ensure confidentiality and security of financial and employee documents
* Provide reporting and administrative support on an ad-hoc basis
* Maintain complete invoice files by vendor
* Verify invoices based on traditional three way matching principles
* Audit vendor invoices ensuring proper authorization and GL account coding norms are respected
* Complete daily review and action to PO related invoices
* Resolve any on-system hold due to quantity and/or price
* Assist in compiling and review of the daily metrics reports and other ad hoc reporting needs

## Qualifications for accounts payable coordinator

* Assist in the review of outstanding O/S checks
* Oversee New York office expenses
* Provide monthly consulting payments for retired partners
* Oversee escrow interest
* Update and reconcile Petty Cash Clearing Account and Expense Advance Account
* Reconcile long-term Care insurance between Payroll and Benefits