Downloaded from <https://www.velvetjobs.com/job-descriptions/accounts-payable-coordinator>

# Example of Accounts Payable Coordinator Job Description

Our growing company is hiring for an accounts payable coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for accounts payable coordinator

* Identifying issues that could become problems and work to resolve
* Developing and maintaining spreadsheets and reports pertaining to area objectives
* Manage all day-to-day AP processing, issues and reconciliations relating to specified Brands
* Support the AP Team to ensure specified tasks are completed within the team
* Manage Amex applications, new cards and relating queries
* Review aged ledger balances on a weekly basis and instigate actions to clear aged balances
* Provide Management Reporting for FSS and relevant Brands
* Undertake Brand meetings ensuring actions are agreed
* Interact with vendors and employees in a professional manner
* Review all invoices for appropriate documentation and approval prior to processing

## Qualifications for accounts payable coordinator

* CashPro experience
* Working knowledge of Microsoft Dynamics and/or Great Plains
* Travel & Expense experience
* Working knowledge of Sage MAS500
* Use proper notation, reference indicators and accurate account information within the accounting system
* Actively research and request missing documents timely