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# Example of Payable Coordinator Job Description

Our company is searching for experienced candidates for the position of 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 payable coordinator

* Assist vendors and employees by answering questions about Accounts Payable issues
* Checking all invoices prior to being sent to Oracle
* Quality check of all invoices prior to being sent to Oracle
* Creating quantitative reports in response to various Accounts Payable issues resulting in the timely payments to vendors and/or collection of outstanding credits
* Working closely with Accounts Payable team members to ensure invoice payments execute on a timely basis by assisting in the weekly check run process, vendor accounts reviewed for aged payables, and exceptions cleared in an effort not to affect timely payments to vendors
* Associate weekly accounts payable checks with invoices and prepare for filing
* Maintain accounts payable reports and spreadsheets as necessary
* Act as liaison between corporate accounts payable and center staff
* Print accounts payable checks, as needed for back up
* Correcting allocations of telecom invoice charges and submissions of documentation to Accounts Payable for payment

## Qualifications for payable coordinator

* Assist in monthly closings including accruals and monthly reconciliations
* Manage the weekly check run and prepare manual checks as and when required
* Maintain all accounts payables reports, spreadsheets and corporate accounts payables files
* Maintain employee census
* Perform clerical tasks such as filing, scanning, coping, and any ad-hoc projects that arise
* Act as backup to dedicated staff to review and approve employee T&Es