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# Example of Payable Coordinator Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of payable coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for payable coordinator

* Obtain production department approval when necessary
* Manage and pay all rents, utilities and phone bills, input vendor invoices into Quickbooks accounting system, and administer and mail check run for vendor payments
* Handle and pay all company freight bills
* Process purchase orders in Quickbooks accounting system
* Address vendor inquiries and resolve invoicing discrepancies
* Filing of open and paid invoices and support documents
* Complete other duties as assigned by the Accounting Supervisor
* Process daily AP reports
* Complete AP reports
* Submit bank recommendations and deposits

## Qualifications for payable coordinator

* Complete general administrative tasks as assigned
* Reconciliation of invoices to subcontracts/purchase orders and general ledger
* Monitoring compliance issues, including joint check agreements, insurance requirements and certified payrolls
* Preparation of lien waivers
* Assisting in some account receivable postings, bank reconciliations, property management accounting and shared receptionist functions
* Respond to inquiries from vendors, accounting and finance staff and production management in a timely fashion