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# Example of Payable Coordinator Job Description

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

## Responsibilities for payable coordinator

* Handling (sometimes nasty) collection/invoice reconciliation calls/emails from vendors and from internal personnel
* Creating check runs
* Creating wire request forms
* Running reports for general accounting
* Data entry for key information into JDA, JDE and Real World
* Putting RTV's (return to vendor) shipping costs onto sub ledger
* Assisting with what inventory vendor to pay on a weekly basis
* Investigating and reconciling invoice discrepancies, price discrepancies, shortages, overages and discrepancies on payment terms with the buyers
* Investigating and reconciling report discrepancies with Accounting
* Manage the weekly check run and approve/prepare manual checks when required

## Qualifications for payable coordinator

* Experience processing a very high volume of invoices
* A bachelor degree a big plus
* Oversee dedicated staff to review and approve employee T&Es
* Resolving any on system hold due to quantity and/or price
* Working closely with vendors/suppliers and internal customers to resolve various invoicing issues
* Reconciling and/or analyzing vendor accounts/statements