



Example of AP Coordinator Job Description

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Our innovative and growing company is looking to fill the role of AP 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 AP coordinator

- Prepare annual 1099's for all companies
- Process weekly check runs and manual checks as needed
- Build and maintain our database of Educators
- Conduct PBS LearningMedia training at local schools, education workshops, and conferences
- Assist Engage Education Committee on various community projects
- Point of contact for LearningMedia inquiries
- Assist with budget preparations, spreadsheets and other financial and accounting preparations, processing and procedures as requested for Education Department Budget
- Maintain current curriculum standards knowledge classroom techniques
- Must be willing to be on air during AM, FM, TV Membership Drives
- Willingness to work nights, holidays, and weekends as needed

Qualifications for AP coordinator

- Bachelor's degree in a related field, or college level course work in accounting and/or equivalent related experience
- Must be at least 21 years of age and have or be able to obtain a AZ Fingerprint clearance card
- Must have excellent written and oral communication skills, as this position requires interaction with professional of all levels inside and outside of the

- Experience with accounts receivable and accounts payable preferred
- 1 year of A/P experience or Associates Degree required