



Example of Payment Coordinator Job Description

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Our innovative and growing company is searching for experienced candidates for the position of payment 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 payment coordinator

- Utilize effective communication and technology to work across dual sites of Richmond and Melville
- Researches inconsistencies between vendor invoices and purchase order data at the time of payment and reconciles PO's and researches any variances
- Process commission, royalty or miscellaneous expense payments for all Import agents or other third parties
- Maintains & reviews documents for imaging in accordance with the Corporate Retention Policy
- Position management for P&PS, including working with Human Resources to facilitate new positions and post vacancies in Talent Central system
- Initiate personnel transactions for P&PS in ePAC system
- Serve as procurement liaison for P&PS team, making all departmental purchases on behalf of the team using a variety of purchasing processes (eProcurement, payment card, check request)
- Develop tools and processes for budgeting, tracking and forecasting all expenditures charged to P&PS center to facilitate monthly reporting as requested
- Perform monthly reconciliation for P&PS center in eDOG system
- Serve as institutional liaison for managed travel program as needed, including responding to faculty and staff inquiries regarding travel booking and policies

Qualifications for payment coordinator

- Strong oral and written communication Strong organization, prioritization and multi-tasking skills
- At least 4 years' experience with full-cycle accounts receivables
- Strong interpersonal and communication skills for interacting with internal clients, vendors, and reporting to upper management
- Otherwise required, to ensure that commissions and other amounts are calculated and paid
- Use deep knowledge of P&PS operations and problem solving acumen to perform a wide variety of operational tasks and projects touching all aspects of the procure to pay process, including, but not limited to research of unclaimed property, assistance in printing express checks and distribution/sorting of returned checks
- Setup, maintain and update vendor records