


# JOB DESCRIPTION

## Accounts Payable Coordinator

Date of Last Revision: January, 2021

 <b>W E S T E R L Y</b> Rhode Island	<b>DEPARTMENT</b>	Finance		
	<b>REPORTS TO</b>	Director of Finance		
	<b>FLSA STATUS</b>	Non-Exempt; Full-Time		
	<b>POSITION TYPE</b>	Non-Union	<b>PAY GRADE</b>	

### POSITION OVERVIEW

Under the direction of the Director of Finance, the Accounts Payable Coordinator is responsible for administrative and complex fiscal work and all aspects of Accounts Payable.

### ESSENTIAL JOB FUNCTIONS

- Orders and receives all supplies for the Department and maintains purchase order system for the Town.
- Issues purchase orders and maintains purchase order files.
- Cross-trains in the Department with other Finance staff.
- Processes all accounts payable balances for all funds to make sure balances are accurate.
- Reviews accounts payable balances for all funds to make sure balances are accurate.
- Verifies balance due on vendor statements.
- Works with senior departmental staff on drafting standard operating procedures and processing documents for all areas of accounts payable.
- Develops and proposes improvements to all accounts payable processes.
- Identifies, troubleshoots and resolves complex accounting issues as they relate to accounts payables and works with department management as necessary.
- Performs a/p related fiscal year end duties, including classifying invoices for proper cut-offs, maintaining a cancelled PO list or an encumbrance list, prepares spreadsheets to back up a/p balances for all funds, and works with auditors regarding a/p issues.
- Maintains all W-9 forms and sends W-9 forms to obtain EINs or SSNs to all the new vendors, reviews regularly to monitor and follow-up with vendors for receipts of W-9's.
- Withholds appropriate taxes from payments where laws require and maintains correspondence and reports to the IRS.
- Runs form 1099s for all necessary vendors and transmits information to IRS in a timely manner.
- Performs similar or related work as required, directed or as situation dictates.

### ADDITIONAL JOB FUNCTIONS

- Attends meetings as required.
- Performs as a backup to other Finance staff.
- Other duties and projects as assigned.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

*For successful performance in this position, the incumbent will need to demonstrate the following:*

#### KNOWLEDGE of:

- The principles and practices of accounts payable.
- Manual and automated accounting systems.
- General Ledger and accounting principles and practices.
- Budget controls, expense classifications and procedures of municipal finance.

**SKILLS in:**

- Organizing and prioritizing work, exercising independent judgment, wisdom, and common sense within established procedures guidelines and rules.
- Interpersonal, verbal, and written communication for interaction with elected and appointed officials, employees, agencies, other governmental units, vendors and the public.

**ABILITY to:**

- Prepare and analyze comprehensive information and carry out assigned projects to their completion.
- Demonstrate good customer service skills with the ability to problem solve.
- Utilize Microsoft Office Suite applications such as Microsoft Word, Outlook, and Excel in addition to other related Accounting software.
- Handle confidential material and information in an ethical and professional manner.
- Effectively communicate with, present information to, and respond to questions from Town officials and management, other government agencies, vendors, and the general public.
- Maintain a professional attitude and maintain punctuality and consistent attendance with advance notification of absences.
- Perform detailed work accurately and on time and initiate and maintain necessary follow-up.
- Work hours beyond the regularly scheduled work day when needed and pre-approved.

**MINIMUM POSITION REQUIREMENTS****EDUCATION AND EXPERIENCE**

- Bachelor's Degree in Accounting, Business/Public Administration or related field.
- Minimum of three (3) years of experience in accounts payable, accounting, finance or related working experience.
- Any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities necessary to successfully perform the essential job functions of this position

**LICENSES AND CERTIFICATIONS**

- A valid driver's license.
- Certification as a Certified Accounts Payable Associate (CAPA) from the Institute of Financial Operations is preferred and will be required within 1 year of employment.

**ENVIRONMENTAL AND PHYSICAL DEMANDS****ENVIRONMENTAL DEMANDS including:**

- Working in an office environment with light to moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

**PHYSICAL DEMANDS including:**

- Sedentary office work although standing in work areas and walking between work areas may be required.
- Finger and hand dexterity to access, enter, and retrieve data using a computer keyboard or calculator, and to operate standard office equipment.
- Mobility to work in a standard office setting and use standard office equipment.
- Vision to read printed materials and a computer screen, make color distinctions, and have normal depth perception; ability to smell fumes like odorous gas; and hearing and speech to communicate in person, before groups, and over the telephone.
- Occasionally bending, stooping, kneeling, reaching, pushing, and pulling drawers open and closed to retrieve and file information.
- Ability to lift, carry, push, and pull materials and objects weighing up to thirty (30) pounds.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*