

Plote Construction

Position Title: AP Coordinator

Department: Accounting

Reports to: AP Manager

Exempt

Non-Exempt

I. Primary Function: (Describe the purpose of this position to the Department/Function. State in terms of objectives and primary goals. What is the reason this position exists?)

The Accounts Payable Coordinator is responsible for, but not limited to: the accurate processing and coding of Accounts Payable invoices in a high volume Accounts Payable Department; as well as working with outside vendors in regards to invoice processing, questions and payments.

II. Major Duties and Responsibilities: (Describe the 5 essential activities performed in carrying out the objectives of the position, including: significant tasks, responsibilities, projects and decisions.)

- Preparation of the weekly cash requirements reports and check runs for multiple companies.
- Responsible for coding invoices to the general ledger.
- Assist with the coding and processing of all shop invoices.
- Assist with the routing and approvals of all vendor invoicing.
- Assist with the processing and routing of all hauling invoices.

III. Additional Responsibilities: (List additional non-essential duties which are nevertheless typically performed by the job incumbent. This is a list of some, but not all responsibilities.)

- Set up and maintain vendors within the system, rejection of internal emails, electronic payments documentation, processing and distribution of manual checks.
- Research and review all AP reports for accuracy i.e., check request and vendor request outside of the scanned system.
- Work with internal and external contacts with answering questions, and gathering information from various locations. Communication with vendors on payment schedules.

IV. Required Skill/Knowledge: (What specific types of skills/knowledge are required to perform the job? What kind/amount of experience is required?)

5 years' AP experience in high volume environment.
Proficient with Microsoft office products, ie excel, word outlook.

V. Preferred Skills/ Knowledge: (Ideal skill set)

Experience with AP processes and procedures within a Construction environment.
Working knowledge of Viewpoint software.

VI. Education Level / Required Certification:

Associates degree in Accounting or equivalent experience.

VII. Problem Solving: (What are the day to day challenges or problems encountered in completing the objectives of the position? Describe the variety and complexity of the problems and the nature of any creativity which may be applied on a regular basis?)

Ability to research requests from internal and external customers while independently having the ability to resolve the issue.

VIII. Internal/External Contacts: (Describe the nature, reason, frequency of contacts with others made in the performance of the job.)

Internal: All departments and Plote Companies
External: Outside vendors and Customers.

IX. Supervisory Responsibility/ Authority to: (Total number of exempt and non-exempt reports. Authority to make what types of decisions.)

Recommend invoices for payment, but needs approval from Supervisor to be able to process the check.

X. Promotional Opportunities: (Possible Career Path)

N/A

XI. Job Share Yes No

XII. Additional information:

While performing the duties of this job, the employee is regularly required to talk or hear working within standard office environment; regular exposure to video terminal displays; prolonged periods of sitting at desk. Proof of valid Driver's License and insurance required. Ability to lift up to 30lbs. May be required to handle large quantities of cash and/or checks. Working in a busy, small office environment that may require additional duties.

Approvals:

Team Member _____ **Date** _____

Department Manager _____ **Date** _____

Human Resources _____ **Date** _____