

Building Service 32BJ Benefit Funds Job Description Posting Health Fund

Job Title: Accounts Payable Coordinator
Department: Accounting
Reports To: Accounts Payable Supervisor
FLSA Status: Non-Union/Non-Management -Exempt

Summary:

The Accounts Payable Coordinator will participate in and support all aspects of the Accounts Payable function including vendor relations, payment management, month end close and year-end tax reporting. The Accounts Payable Coordinator works under direct supervision of the Accounts Payable Supervisor.

Essential Duties and Responsibilities:

- Performs all tasks related to Accounts Payable in an accurate and timely fashion.
- Review and process vendor invoices and requests for disbursement for accuracy, general ledger coding, proper documentation and levels of approval, and compliance to policies. Monitor due dates to ensure timely payment.
- Prepares and maintains Accounts Payable Vendor Files for all the Funds.
- Work with Supervisor to ensure compliance with accounting requirements and company invoice/payment guidelines
- Provides excellent customer service by building and maintaining relationships, supporting and interacting with various levels of management to ensure high customer service levels both internally and externally.
- Reconcile vendor statements. Identify, research and resolve vendor account discrepancies
- Assist with monthly/quarterly/annual close process by working with vendors to receive invoices on a timely basis.
- Provide problem resolution assistance to vendors and internal company personnel with tact and diplomacy.
- Performs 1099 reporting; review and verify W-9s; participates in new vendor setup and ensuring information accuracy and proper coding.
- Performs duties and supports special projects and process improvement initiatives as directed and requested by management.
- Seeks ways to work more efficiently and effectively while not losing site of departmental goals
- Follows up with requests from other departments /auditors for information / reports
- Completes vendor credit applications
- Performs other functions as necessary or assigned

Technical Skills:

- Proficiency in Microsoft office, including Excel, Word & Outlook
- Accounts payable processing knowledge / background
- Basic Knowledge of ACCPAC (or equivalent) strongly preferred
- Experience / knowledge of electronic invoice systems preferred
- Ability to prioritize work and meet deadlines
- Detail oriented with strong ability to multitask

Interpersonal Skills:

- Works well with a variety of staff
- Gears communication to the needs of others
- Strong interpersonal skills
- Demonstrated customer service orientation
- Ability to work both independently and as a team player
- Ability to effectively operate in a fast paced work environment
- Respects timelines set to complete work projects
- Prioritizes work flows & escalates time sensitive matters
- Writes clear & concise e-mails / letters / correspondence

Education and /or Experience:

- High School Diploma (Required); some college preferred
- Minimum 1-2 years of Accounts Payable processing experience (Required)

Candidates may submit their cover letter and resume to jobpostings@32bjfunds.com prior to closing date. Only those candidates under consideration will be contacted. No phone calls please.