



**Accounts Payable Coordinator**  
Employee Job Description /  
Physical Requirements and Potential Hazards

Supervisor: Finance Director

FSLA Status – Non-exempt

Current Rate: **19.54 an hour Full Time with Benefits**

Effective Date:

Revised by/date(s): 05/01/2021

EEOC:

L&I Code: 4904

## ESSENTIAL JOB FUNCTIONS:

### Accounts Payable:

1. Review Purchase orders for completeness and accuracy;
2. Sort and date stamp AP mail each day;
3. Ensure validity and accuracy of all agency claims including vendor payments, leases, contracts, notes payable and employee reimbursements;
4. Match purchase orders to vendor billings, purchase order AP batch input;
5. Maintain PO log and vendor master files, and lease agreements;
6. Reconcile vendor accounts;
7. Process payments, obtain signatures, review cash position, recommend order of payments to the Finance Director;
8. Maintain filing in Vendor AP files and batch files;
9. Prepare agency annual IRS 1099-Misc forms and reports;
10. Comply with Generally Accepted Accounting Principles and A-133 auditing standards;
11. Prepare audit documentation for accounts payable liabilities.

### Other Duties:

1. Prepare back-up support for payroll as needed;
2. Prepare credit applications as requested;
3. Maintain agency insurance records including policy files, certificates of insurance, and claims records;
4. Maintain and renew vehicle registrations;
5. Process Agency mail (back-up as needed)
6. Record initial receipt of all cash and checks;
7. Report to the Finance Director any and all situations requiring action;
8. Prepare monthly sales tax report;
9. Perform other duties and special projects as assigned



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**KNOWLEDGE SKILLS AND ABILITIES:**

Skilled in automated accounting systems, Microsoft Office applications, database systems. Ability to prioritize multiple projects, communicate effectively with staff and management, be self-motivated and flexible, and be able to work independently and in a team.

**QUALIFICATIONS:**

1. AA in accounting or equivalent bookkeeping/accounting experience.
2. Experience with automated accounting systems
3. Two years experience in fund or governmental accounting (preferred);
4. Experience with contract billing (preferred)
5. Knowledge of Generally Accepted Account Principles; A-133 auditing standards; fund or governmental accounting (preferred).



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**ACCOUNTS PAYABLE COORDINATOR**  
**PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS**

The following identifies the physical demands and potential hazards typically encountered by this position that can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

**NA:** Not applicable, not required of this position.

**NE:** Requirement is present, but is not essential to the position.

**O:** Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)

**F:** Frequent, 34-66 percent of the time.

**C:** Continuous, over 66 percent of the time.

	<b>NA</b>	<b>NE</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting					X
Walking				X	
Standing		X			
Running		X			
Bending or twisting		X			
Squatting or kneeling		X			
Reaching above shoulder level		X			
Climbing (e.g. ladders)	X				
Driving cars, light duty trucks			X		
Driving heavy duty vehicles	X				
Using foot controls	X				
Repetitive motion of hands/fingers				X	



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	NA	NE	O	F	C
Grasping with hand, gripping	X				
Lifting/carrying 10-25 pounds			X		
Lifting/carrying 26-50 pounds		X			
Lifting/carrying more than 50 pounds	X				
Pushing/Pulling	X				
Work in/exposure to inclement weather	X				
Work in/exposure to cold water	X				
Exposure to dust, chemicals or fumes	X				
Work/live in remote field sites	X				
Use of hazardous equipment (e.g. guns, chainsaws, explosives)	X				
Work at heights (e.g. towers, poles)	X				
Exposure to infection, germs or contagious diseases	X				
Exposure to blood, body fluid, or potentially contaminated materials	X				
Exposure to needles or sharp implements	X				
Use of hot equipment (e.g., ovens)	X				
Exposure to electrical current	X				
Seeing objects at a distance			X		
Seeing objects peripherally			X		
Seeing close work (e.g., typed print)					X
Distinguishing colors		X			
Hearing conversations or sounds					X



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	NE	NA	O	F	C
Hearing via radio or telephone				X	
Communicating through speech					X
Distinguishing odors by smell	X				
Distinguishing tastes	X				
Exposure to wild/dangerous animals	X				
Exposure to insect bites or stings	X				
Work/travel in boat/small aircraft	X				
Exposure to aggressive/angry people			X		
Other:					
Other:					

Other physical or mental requirements of this position that have not been addressed above?

I have read, understand and am able to perform the essential job functions; and physical requirements and potential hazards of this position with or without reasonable accommodation.

\_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Date