

## Job Description

**Position** Accounts Payable Coordinator

**Reports Directly to** Director of Accounting

### Primary Function/Purpose

The Accounts Payable Coordinator position is responsible for the diverse cash payment functions related to CSU. This person regularly interacts with employees and vendors, requiring pleasant interpersonal qualities as well as excellent organization skills. This position is part time and requires approximately 15-20 per week.

### Primary Duties

1. Arranges payments, processes contracts, enters invoices from the CSU vendors, processes requests for payments and expense reimbursements
2. Prints and mails checks
3. Maintains an accurate filing system designed to maximize the efficiency of the office
4. Assist the Director of Accounting with yearly audits
5. Prepares and distributes monthly credit card reports
6. Tracks vendor's W-9 and 1099 information
7. Insures confidentiality of Business Office records and correspondence by proper safeguarding of the documents
8. Assists other employees in the Business Office as needed
9. Monitors pre-pays and capital purchases

### Qualifications

1. Knowledge of principles and practices of general accounting
2. Must be computer literate, especially in Microsoft Office products
3. Knowledge of Microsoft Dynamics Great Plains is preferred
4. Maintains a high level of confidentiality
5. Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community
6. Must be willing to sign and adhere to CSU's Confession of Faith and Standards of Conduct
7. High attention to detail
8. Must be able to work independently
9. Be willing to take initiative
10. Must be willing to work as a team player