

Choice Accounting and Information Management Corp.

Accounts Payable Coordinator Job Description

Choice Accounting and Information Management Corp. (CAIM) develops virtual accounting and information management services environment by applying today's advanced computerized methodology. To streamline providing accounting services to business clients, CAIM interacts with all levels of the client staff, thus bypassing a traditional single point of contact. This approach encourages client staff to become more responsible and efficient in their finance reporting thus brightening the corporate picture, empowering the collective management team, and reducing the overall operating costs. CAIM is seeking a qualified Accounts Payable Coordinator to join the growth of the company.

Accounts Payable Coordinator position offers part-time temporary opportunity up to 15 hours per week at negotiable rate payable at the end of each month. The position provides workers compensation and state unemployment insurance. The successful individual will be responsible for collecting and verifying all incoming invoices. The individual is also responsible to scan and organize all processed payment supporting documentation for easy retrieval for auditing and archival purposes. The position requires performing data entry to accounting software, processing payments in accordance with company policies, keeping accurate records, and coordinating with the rest of accounting and information management personnel to generate reports. The individual must possess knowledge of bank statement reconciliation and ability to timely and efficiently process payments reconciliation. The individual will report to assigned supervisor, Finance Controller, or higher-level executives.

Accounts Payable Coordinator Duties and Responsibilities

- Works with multiple clients' accounting ledgers and systems simultaneously.
- Keeps information confidential and protects organization's value and image.
- Analyzes payment requests for correct expense accounts and classes.
- Codes expenses and controls budgets from payment requests.
- Recalculates invoice amount to solve discrepancies and errors.
- Reconciles monthly corporate credit card accounts.
- Confirms appropriate approvals on payment requests.
- Maintains electronic copies of vendors contracts.
- Obtains completed W-9's for all non-employee compensations.
- Reviews payment history for payment processing time frame.
- Reviews payment history to avoid duplicate payments.
- Performs payment request data entry to accounting software.
- Verifies processed work for accuracy.
- Prints and delivers checks and schedules checks signing appointments.
- Prepares recurring payment requests for approval.
- Reports for stop-payments if necessary.
- Scans and organizes all processed payment supporting.
- Updates log of processed payments.
- Able to do multi-tasking and finishes assignments timely.
- Able to work and attend meetings remotely.

- Analyzes vendor files and prepares 1099's for review and annual filing.
- Uses effective communication to work with others in solving problems
- Attends virtual meetings to discuss work-related issues.
- Provides support to external auditors during audits.
- Reviews AP procedures and suggests appropriate revisions periodically.
- Completes additional duties as assigned.

Accounts Payable Coordinator Qualifications and Skills

- High school diploma, GED, or equivalent required.
- Bachelor's degree in accounting, finance, or related field preferred.
- Previous accounts payable experience required.
- Previous data entry and computerized accounting experience a plus.
- Previous experience in tracking budget expenses.
- Must be extremely detail-oriented, attention to accuracy.
- Able to multi-task and see projects through to completion.
- Possess excellent organization skills.
- Able to collect and compile work documents and sets-up and maintains work files.
- Able to work independently and as part of a team.
- Complete tasks and handle sensitive client information with honesty and confidentiality.
- Build and maintain excellent client and vendor relationships.
- Require strong written, verbal, and interpersonal communication skills in English.
- Able to proficiently use scanning computer applications.
- Possess proficiency in Word, Excel, Power Point, and Microsoft SharePoint.
- Previous experience with QuickBooks Online and other accounting software.
- Possess basic accounting knowledge.
- Able to drive safely and responsibly to client sites.
- Bilingual a plus.

Accounts Payable Coordinator Other Requirements

- Work mainly remotely or occasionally in clients' office.
- Able to use personal vehicle for business purposes and possesses sufficient insurance.
- Non-employee contract can be considered if restrictive provisions are met.

How to apply

If you meet the above qualifications and are interested to grow with CAIM, please send your cover letter, resume, and expected salary with subject title "**Accounts Payable Coordinator**" to email address admin@bycaim.com for consideration.

CAIM is an affirmative action employer and offers equal employment opportunity to all qualified candidates regardless of race, ethnicity, age, sex, sexual orientation, marital status, religion, or disability. We enforce zero tolerance policies against discrimination and sexual harassment.