Accounts Payable Coordinator

Division: All
Department: Accounting
Status: Non-Exempt
Date: 3/1/2010

Summary:

The Accounts Payable Coordinator is responsible for performing all functions of accounts payable, including but not limited to gathering and entering Company payments.

Job Duties:¹ ²

Primary Duties:

- Reviews, prepares, and enters accounts payable invoice data into the system
- Prepares, prints and mails accounts payable checks
- Integrates carrier expense in the accounts payable ledger
- Gathers W-9 information from vendors, sets up new vendors and maintains the accounts payable database
- Handles questions regarding accounts payable from vendors, operations personnel and others
- Files and maintains paid accounts payable invoices
- Calls delinquent accounts to get payment
- Other duties as required and assigned

Requirements:

Education and Experience:

- High school diploma or GED (General Education Diploma) equivalency
- Minimum 1 to 2 years related experience and/or training
- Knowledge of accounts payable software
- PC literate with experience with Microsoft Outlook, Word and Excel

¹The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

²Job Duties as documented in this job description are considered “Essential Functions” and have been created by the standards of the Equal Employment Opportunity Commission (EEOC). The standards of the Americans with Disabilities Act (1990) require that employees be able to perform “Essential Functions” of the job with or without reasonable accommodation. Reasonable accommodations may be made to enable individuals with disabilities to perform the “Essential Functions.”
**Essential Skills:**
- Ability to apply common sense understanding to carry out instructions

**Environment:**

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel, reach with hands and arms; stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 15 pounds. The employee is regularly exposed to ambient lighting and temperate climate conditions.

GEODIS is currently seeking 3 full-time Accounts Payable Coordinators. Our corporate office is located in Brentwood, Tennessee. The pay rate would start at $17-18 an hour with full-time benefits.

Please direct all resumes, questions, and concerns to Jennilyn.Simmons@geodis.com