

# HOOSIER UPLANDS ECONOMIC DEVELOPMENT CORPORATION



**TITLE:** Accounts Payable Coordinator  
**STATUS:** Full time, Hourly, Non-exempt  
**REPORTS TO:** Chief Financial Officer  
**SALARY:** To be determined

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## **JOB SUMMARY**

This job is advanced clerical work involving the preparation and processing of accounts payable. The Accounts Payable Coordinator position includes verifying and processing all vendor invoices along with maintaining all vendor related information. Providing these services in an efficient and precise manner will ensure that Hoosier Uplands' financials are accurate and that vendors are paid within established timeframes. This position also works closely with the Payroll Coordinator and will occasionally assist with processing payroll.

## **DUTIES & RESPONSIBILITIES**

- Perform weekly processing of accounts payable invoices.
- Receive and verify all invoices, purchase orders, and vendor statements.
- Reconcile work by verifying entries and comparing system reports to balances.
- Verify that transactions comply with financial policies and procedures.
- Reconcile monthly vendor statements.
- Prepare batches of invoices for data entry; Enter invoices for payment; Schedule and prepare checks/direct deposits; Resolve purchase order, invoice, or payment discrepancies and documentation.
- Maintain updated vendor files, file names, and W9's.
- Assist CFO with preparing 1099's at the beginning of each year.
- Assist with filing of vendor invoices.
- Provide back-up support to Payroll Coordinator.
- Prepare and enter cash receipts/deposits into accounting software.
- Perform other related duties as required.

## **EDUCATION/EXPERIENCE**

- High school graduate or GED (further education is a plus)
- Knowledge of accounts payable, invoicing, and data entry.

## **SKILLS**

- Ability to use a computer and computer based software.
- Proficient in Microsoft Excel and Word, or a basic understanding and willing to take further Excel training.
- Extremely organized and attentive to detail.
- A positive personality and can effectively communicate with coworkers and vendors.
- Perform duties with little supervision.
- Proactive in preparing work in advance.
- Show initiative to constantly learn more.
- Must be honest, trustworthy, and display sound work ethic.

## **PHYSICAL DEMANDS**

- Must be able to sit for a prolonged period of time, type, bend/stoop, reach above shoulders, kneel, push, pull, squat, lift and carry up to 25 pounds.
- Acceptable vision (with or without correction).
- Acceptable hearing (with or without correction).

Hoosier Uplands Economic Development Corporation is an Equal Opportunity Employer.

## **JOIN OUR TEAM!**

Resumes may be sent via mail to:      Hoosier Uplands  
Attn: Deborah Coleman  
500 W. Main Street  
Mitchell, IN 47446

Resumes for this position only may be e-mailed to [ezink@hoosieruplands.org](mailto:ezink@hoosieruplands.org).