



Illinois Heartland Library System

Position Description

Position Title: Accounts Payable Coordinator

FLSA: Exempt

Location: Edwardsville

Employee Type: Full-time

Pay Type: Salaried

Fiscal Classification: Other Professional

Salary Grade: 7

Overview:

The Accounts Payable Coordinator's primary functions are receiving supplier invoices, processing them, and paying them when due. The accounts payable function at Illinois Heartland Library System is centralized for all offices – Edwardsville, Champaign, and DuQuoin.

Primary Responsibilities:

- Performs all aspects of accounts payable.
 - Sort and distribute incoming mail.
 - Validate and setup suppliers/vendors in accounting system.
 - Review all supplier invoices for accuracy, ensure supporting documentation is received, and determine general ledger account posting.
 - Process all supplier invoices, employee reimbursements, and check request.
 - Prioritize all payments by due date.
 - Match invoices to checks, obtain all signatures for checks disburse, and distribute and/or mail checks.
 - Audit and process credit card charges.
 - Maintain suppliers' 1099 information and prepare suppliers' 1099s.
 - Reconcile supplier invoices' prior balances and statements and research and correct discrepancies.
 - Respond to all customer and supplier inquiries.
 - Maintain files and documentation thoroughly and accurately in accordance with company policy.
 - Assist in monthly closings.
 - Performs other duties as assigned.

Supervised by: OCLC/Sr. Accountant

Supervises: None

Minimum Education and Experience:

- Bachelor's degree in accounting or equivalent work experience 2:1.
- 3- 5+ years general accounting experience with strong accounts receivable focus
- Intermediate knowledge and understanding of a PC with Windows Operating System.
- Strong Microsoft Excel and Word skills.
- Self-starter with ability to work under limited supervision.
- Proficient in using accounting software.

Licenses or Certification Required: None

Skills and Abilities Required:

- Strong telephone presence and etiquette.
- Strong verbal, written, and interpersonal skills.
- Good Organizational skills.
- Ability to prioritize and handle interruptions while effectively meeting deadlines.
- Ability to manage several projects simultaneously in a fast pace and team oriented environment.
- Detail oriented with good mathematical skills.
- Ability to work independently, as well as part of a team.
- Discretion required.
- Ability to check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
- Knowledge of accounting procedures to classify, record, and summarize financial data to compile and keep financial records.
- Knowledge of office administration and procedures.
- Ability to establish and maintain effective working relationships with staff, governmental representatives, and staff from libraries.
- Ability to provide timely responses to request.
- Ability to be flexible, to use time wisely and to perform duties in a professional manner.
- Willingness to help others accomplish their objectives.
- Ability to demonstrate a positive attitude towards co-workers, library staff, and job duties.
- Ability to travel when required.

Working Conditions:

Work is usually performed in an office environment.

Telecommuting:

This position does not allow for occasional telecommuting.

This job description is not intended to imply that the duties identified above are the only duties to be performed by employee(s) in this position. Employees may be required to perform other job duties as requested, subject to applicable state and federal laws. This job description or certain job functions described herein may be subject to modification in accordance with applicable state and federal laws

Employee (Print) Name

Employee Signature

Date

Supervisor (Print) Name

Supervisor Signature

Date