



Illinois Heartland Library System

Position Title: Accounts Payable Coordinator

FLSA: Non-exempt

Location: Edwardsville

Employee Type: Part-time

Pay Type: Hourly

Fiscal Classification: Support Services

Salary Grade: 6

Summary:

The Accounts Payable Coordinator performs various accounting tasks related to accounts payable and receivable. This position involves managing and processing a company's payments to its suppliers and vendors.

Essential Duties & Responsibilities:

- **Record Keeping:** Maintain accurate and organized records of invoices, payments, and transactions. Ensure all documentation is filed appropriately. Comply with record retention policies.
- **Data Entry:** Enter invoices into the accounting system accurately and in a timely manner.
- **Vendor Management:** Communicate with vendors and suppliers regarding payment inquiries and discrepancies. Maintain good relationships with vendors. Set up vendors in the accounting system and maintain 1099 information. Ensure proper documentation is received.
- **Expense Reports:** Process employee expense reports, verifying expenses and ensuring compliance with company policies.
- **Payment Processing:** Prepare and process cash disbursements, reimbursements, and payments. Reconcile payments and ensure the accuracy of each transaction. As well as accurate general ledger coding. Obtain all signatures on checks and distribute or mail payments.
- **Credit Card Processing:** Audit and manage organizational credit card transactions and ensure compliance with IHLS policies.
- **Compliance:** Ensure compliance with company policies and procedures and relevant laws and regulations related to accounts payable processes.
- **Reporting:** Prepare and maintain various reports related to accounts payable activities. Provide reports to management as required.
- **Audit responsibilities:** Assist with the preparation of the annual company audit.
- **Administrative duties:** Ordering office supplies and collecting and distributing incoming mail.
- Comply with federal, state, and general accounting principles and IHLS policies and procedures.
- Assist with accounts receivable duties and as a backup for the Accounts Receivable Coordinator.
- Update accounting manuals as needed.

Accounts Payable Coordinator

- Participate proactively as part of the IHLS team in identifying and making suggestions to increase efficiencies, implement cost-saving strategies, and improve service.
- Performs other duties as assigned.

Supervised by: Finance Director

Supervises: None

Licenses or Certifications Required: Must have a valid driver's license.

Knowledge, Skills, and Abilities

- 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-paced and team-oriented environment.
- Detail-oriented with good mathematical skills.
- Ability to work independently, as well as part of a team.
- 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.
- Demonstrated skills in Microsoft Word and Excel.
- Proficient in using accounting software.
- Ability to be flexible, to use time wisely, and to perform duties professionally.
- Willingness to help others accomplish their objectives.
- Ability to demonstrate a positive attitude towards co-workers, member libraries, and job duties.
- Excellent oral communication skills for the purposes of conveying information and instructing others.
- Ability to establish and maintain effective working relationships with other employees and managers.
- Ability to embrace change and to work in an organization that values customer service.
- Excellent problem-solving skills.
- Confidentiality and discretion required.

Education and Experience

- Bachelor's degree in accounting or equivalent work experience 2:1. 1-3 years of general accounting experience.
- Strong accounts payable focus, preferred.
- Proficient in using accounting software, Abila & Traverse preferred but not required.

Working Conditions:

The work is performed in an office setting during the day.

Telecommuting:

This position does allow for occasional telecommuting.

Physical Requirements

- Primarily sedentary work, but also requires standing, walking, stooping or crouching,

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- kneeling, crawling, reaching, pushing, grasping, lifting, feeling, hearing and talking.
- Requires the ability to exert up to 20 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects.
- Clarity of vision at 20 inches or less with the ability to adjust the eye to bring objects into sharp focus, clarity of vision at 20 or more feet.
- Prolonged use of a computer with continuous sitting.

This job description is not intended to imply that the duties identified above are the only duties to be performed by the 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

Approved December 2017
Revised April 2021
Revised October 2023