

PPAI JOB DESCRIPTION

Accounts Payable Coordinator Brief Summary of Position

Complete Process of payables (Vendor setup, Invoice input, Check processing) according to due date and/or date of available approval. Provide purchase order numbers in a timely fashion. Produce monthly reconciliation of select fixed asset, prepaid expense, unearned revenue accounts and employee receivables. Research questions about payables in a timely fashion and relay information in a professional manner. Maintain appropriate files related to activities.

Process Regional Association Transactions using QuickBooks Online (Full Cycle)

Reporting Structure

Title of reporting manager: Controller

Department: Finance

Job Status

FLSA Status (Exempt / Non-Exempt): Non-Exempt

Compensation (Hourly / Salary): Hourly

Job Status (Full-Time /Part-Time /Temp): Full Time

Daily Schedule (Start time Flexible / Not Flexible): 8:30 am to 5:00 pm

Work Location: Position must work from HQ location

Job Discretion

How many people does this position supervise: -0-

Does this position have disciplinary responsibilities: No

Does this position have hiring / termination responsibilities: No

Does this position have evaluation responsibilities: No

Essential Functions and Primary Duties (Most Important)

1. Process payable for PPAI, PPEF, PPDRF in Dynamics Great Plains
2. Manage purchase order records
3. Maintain contract files
4. Prepare monthly account reconciliations
5. Research payables questions
6. Maintain appropriate files for PPAI, PPEF, PPDRF
7. Process journal entries in Great Plains
8. Process Chase expense reports in Great Plains for all employee card holders
9. Process travel expense reports for employees without a company card
10. Collect funds owed back to PPAI from personal use of the company card & cash advances.

Secondary Responsibilities

1. Processing payables in QuickBooks for SAAC
2. Processing receivables in QuickBooks for SAAC
3. Processing journal entries in QuickBooks for SAAC
4. Reconciling checking, savings, and credit card in QuickBooks for SAAC
5. Providing Balance Sheet and P&L in QuickBooks for SAAC
6. Utilize Wild Apricot and Affinipay to research invoices and payments received for SAAC
7. Maintain appropriate files for SAAC
8. Processing deposits in QuickBooks for SAAC

Additional Essential Functions or Responsibilities:

1. Exceptional professionalism.
2. Strong prioritization skills.
3. Multi-tasking capability.
4. Cooperative and helpful spirit. Team Player.
5. Maintains standards of excellence.

Association Wide Responsibilities & Values (expectations of everyone)

1. Provide honest & ongoing communication as needed to support success throughout PPAI
2. Meet established deadlines for all projects, reports & communications for all audiences both internally & externally.
3. Provide quality products, reports, communications & projects for all audiences internally & externally.
4. Be fair, consistent, responsive & supportive of leaders, staff, board members, members & vendors
5. Help PPAI to continually seek improvement. Be prepared to personally manage changes taking place within PPAI & the industry.
6. Be empowered, accountable & responsible for your career success, actions, influence & impact upon the organization as a whole.
7. Foster cultural values, mission and overall organizational guidelines of PPAI.

Education Requirements for Accounts Payable Coordinator

School/Certification Authority	Degree/Certification	Major/ Minor
College or University	Associates	Accounting (or equivalent experience)

Experience Requirements

Type of Work	Years of experience	Depth of Experience	Other Details
Accounting	4	Coordinator	
Dynamics Great Plains Accounts Payable	4	Coordinator	Full Cycle Process
QuickBooks Online	4	Coordinator	Full Cycle Process

Knowledge, Skills and Abilities

KSA's	Years of experience	Depth of KSA's	Other Details
Dynamics GP Accounts Payable	4 years	Coordinator	Complete Process
General Ledger Systems	4 years	Coordinator	(or equivalent education)
QuickBooks Online Accounting	4 years	Coordinator	(or equivalent education)
Double Entry Accounting	4 years	Coordinator	(or equivalent education)
Analysis and Reconciliation	4 years	Coordinator	(or equivalent education)
Microcomputer Skills	4 years	Coordinator	(or equivalent education)

Physical Requirements:

- *Sitting: 75%
- *Standing: 10%
- *Lifting: 5%
- *Pushing/Pulling: 5%
- *Bending/Stooping: 5%
- *Extended work hours, extended weeks (endurance requirement): rarely

Work Environment:

- *Office environment: 100%
- *Trade show floor or event venues: rarely
- *Temperature controlled: 100%

**PPAI is an Equal Opportunity Employer
Send resumes to: Apply@ppai.org**