



JOB DESCRIPTION

Date:	January 31, 2012	Revision:	5
Position Title:	Accounts Payable Coordinator		
Department:	Finance		
Reports to:	Manager, Financial Accounting		

Location(s) Applicable to: All CA CT FL IN NC OR TX

Classification: Salaried (Exempt) Weekly (Non-exempt) Hourly (Non-exempt)

Category: Full Time Part Time Temporary

Overview:

This position is responsible for the management of Accounts Payable.

Essential Job Functions & Responsibilities:

1. Process vendor invoices using a three-way-match system. Resolve differences, enter and schedule for payment. Ensure that all invoices have been approved according to company procedure. Review all batches for accuracy.
2. Generate weekly check runs and prepare manual checks as needed.
3. Transmit Positive Pay information to bank on a daily basis.
4. Match checks to invoices and forward to check signers. Mail checks and file supporting documents.
5. Responsible for self-assessment of use tax. Prepare state sales/use tax returns and pay taxes due on a timely basis.
6. Set up new vendors as required. Maintain file of W-9s for all vendors and prepare/file annual 1099s.
7. Review Received not Vouchered report on a monthly basis. Investigate and resolve old open receivers.
8. Maintain written procedures for all aspects of the accounts payable function.
9. Act as backup for other Accounts Payable Coordinator in her/his absence.
10. Reconcile vendor statements to processed invoices as required.
11. Maintain unused checks in a locked, secure file cabinet.
12. Reorder company checks as required.
13. Maintain A/P files of open and paid invoices.
14. Answer vendor and internal inquiries.

Nonessential Job Functions:

1. Performs other directly related appropriate duties and assumes accountabilities as apparent or as delegated, including mutually agreed upon objectives.

Job Specifications/Skills:

1. Minimum 3 years accounts payable experience with a computerized three-way match computer system (preferably J.D. Edwards).
2. Computer skills: Intermediate knowledge of Microsoft Office (Word, Excel) and Outlook.
3. Bending and reaching to file. Physical ability to lift and/or carry a minimum of 15 pounds.
4. Well organized.



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Job Specifications/Skills (continued):

5. Ability to prioritize and handle multiple tasks.
6. Strong oral and written communication skills.
7. Self starter with high level of motivation.
8. Team cooperation - maintain positive, cooperative attitude with all employees of LATICRETE and all customers.

Minimum Educational Requirements:

1. High School Diploma required. Bachelor's degree in business desired.

Travel:

1. 5%

Reply in confidence to Human Resources, at humanresources@laticrete.com

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