



## UNION JOB DESCRIPTION

**TITLE: Accounts Payable Office Coordinator**

### DEFINITION:

Performs various accounts payable related duties including (but not limited to): end-to-end invoice processing including receipt, tracking, tax assessment, entry, and recalculation to ensure final disbursement of funds are complete and accurate; payment proposal preparation; internal and external accounts payable related customer service; vendor onboarding, change management and statement reconciliation; and maintenance of accounts payable data sufficient to provide accurate, complete, and timely 1099's to the IRS.

### DISTINGUISHING CHARACTERISTICS:

The Accounts Payable Office Coordinator is distinguished from an Office Coordinator position in that it requires knowledge/skills in varying accounts payable duties, including advanced knowledge of IRS, RCW, and FERC compliance requirements. This position will have proven an advanced application level within the District's ERP system(s) as it relates to the Accounts Payable Cycle/P2P business processes. This position requires the incumbent to perform the duties of other Office Coordinator positions as required. This is a bid position with the successful candidate selected based on demonstrated knowledge and skills through testing and a collaborative interview process.

### BASIC RESPONSIBILITIES:

1. Timely receipt, tracking, tax jurisdiction verification, recalculation, reconciliation, and entry of District invoices, ensuring an audit and 3-way corroboration that final processing of goods and service invoices are complete and accurate; receipt and entry of manual invoice requests requiring a 2-way match
2. Analysis, testing, and correction of AP data within the District ERP system(s), allowing for accurate reporting to regulatory bodies such as the IRS, SAO, DOR and others as required. Provides support with internal reporting, such as the Commission Packet.
3. Track invoice status, sending reminders and escalating delays as needed to ensure timely payment.
4. Daily preparation of ACH, Wire and Warrant payment proposals for review and submittal.
5. Liaise with Vendor's, maintaining positive working relationships as it relates to data & form collection, invoice questions, change of address requests, etc. Receives and directs vendor calls & emails, responds to vendor inquiries as appropriate, provides research and is a point of contact for vendors. Forwards vendor packets for review and entry to Accountant.
6. Provides customer services (both internal and external) support for team; receives and directs incoming inquiries as appropriate, researches and responds to inquiries regarding payment status, processing, and other inquiries as needed.
7. Vendor account reconciliations as needed via vendor statements and the GR/IR report.
8. When necessary, ensure invoice coding to the General Ledger, Work Order/Internal Order are reasonable. Research, track and manage corrections as needed.
9. Assists in the development and ensures the maintenance and execution of the District's Accounts payable record retention processes for manual records in agreement with department and District policy.
10. Prepares annual 1099's

### OTHER RESPONSIBILITIES:

1. Provides back-up coverage for other AP Office Coordinators.
2. Provides technical assistance to others on various office procedures and computer related items upon request.

3. Participates on various committees.
4. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Accounts payable account management.
- Payment processing.
- Statement reconciliation.
- Customer relations techniques.
- Advanced grammar and business English concepts.
- Analytical and problem-solving techniques.
- Basic math and statistics.
- Computer applications at intermediate to advanced level.
- Filing system modification and maintenance for engineering sector (its use & retrieval functions).
- Office systems and practices.
- Shorthand or note taking techniques.

Ability to:

- Communicate effectively.
- Collect, gather, and analyze data from various sources and complex documents.
- Develop and use word processing skills at an advanced level.
- Develop and use spreadsheet and database skills at an advanced level.
- Perform mathematical and statistical computations.
- Learn and effectively use District computer systems.
- Work with high level of detail and maintain high degree of accuracy.
- Handle confidential material.
- Effectively manage, organize, and prioritize simultaneous assignments and tasks.
- Work under pressure and meet deadlines.
- Use independent and discretionary judgment.
- Modify and maintain file systems, file alphabetically and numerically.

Education/Experience:

- Highschool diploma or equivalent AND
- Two (2) years of progressively more responsible accounts payable experience.

OR

- Bachelor's Degree in Accounting, Finance, Business, or related field
- Successful completion of required testing listed below.

Preferred:

- Associates of Technical Arts Degree in Accounting, Finance, Business , or related field
- Bachelor's Degree in Accounting, Finance, Business, or related field

License, Certification, or Testing:

- Valid Washington State Driver's License.
- In addition to the testing requirements for the Office Technicians, successful completion of the following tests:

1. Typing at 60 net wpm
  2. Numeric data entry at 200 net kpm
  3. Proofreading (Intermediate)
  4. Excel (Intermediate)
  5. Word (Intermediate)
  6. PowerPoint (Intermediate)
- Successful completion of 1099 seminar training provided by external training provider within first full reporting cycle from start date.

WORKING CONDITIONS:

- Work is performed primarily in an office environment and may require travel to construction site, business meetings or training sessions.
- Incumbent is required to bend and work in small locations in order to retrieve files.
- Must be able to frequently lift and carry archive boxes weighing up to 40 pounds.
- Incumbent performs repetitive movements from use of a computer and mouse.
- Contact with the general public.