

## Job Description

**Job Title:** Accounts Payable Coordinator  
**Job #:** F8  
**Department:** FINANCE  
**Reports To:** Chief Financial Officer  
**FLSA Status:** Non-Exempt  
**Approved Date:** 2021

### JOB SUMMARY

Responsible for maintaining data entries of invoices and other check requests ensuring proper coding and approval. Process weekly check runs to vendors and for credit card purchases. Prepare 1099's and respond to accounts payable inquiries. This is accomplished by reviewing, entering, and posting invoices, processing, and mailing checks, and verifying that non-incorporated vendors are set up for 1099's.

### ESSENTIAL FUNCTIONS

#### Essential Duties and Responsibilities

*The duties listed below illustrate of the various types of work that may be performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position. Undertakes and performs the following and all other work-related duties as assigned.*

1. Opens daily mail and stamps with date received. Verifies vendor number, purchase order number, property, quantity, price, and general ledger account number from the related purchase order. Verifies that purchase order has been received by staff and the date received. Ensures that payments to vendors are timely to take advantage of discounts.
2. Enters and posts invoices into the financial accounting system. Ensures that all invoices balance to the batch total in the computer system and files.
3. Selects invoices to be paid, prints, folds, mails checks and direct deposit notices. Sends positive paycheck information to the bank; and sends electronic payment files to the bank.
4. Ensures that there is a purchase order for each item listed on the statement and that procurement requirements are followed. Contacts staff to clarify and/or request information. Enters all statements into the computer system.
5. Processes a weekly check run.
6. Updates and tracks cash position before release of checks and direct deposits to the bank.

7. Stops payment, voids and reissues lost or incorrect payments. Researches checks information in the bank software. Checks the bank daily for any fraudulent checks.
8. Maintains vendor information, verifies that non-incorporated vendors are set up for 1099's and verifies vendor addresses. Verifies amount to be reported on 1099's, prints and mails 1099's to vendors, and files 1099 forms at the end of the year.
9. Works with vendors, property managers, procurement, and other Authority staff to resolve any discrepancies with invoices and PO's. Researches any past due invoices and/or statements. Reviews all outstanding invoices and follows up on any delinquent items.
10. Maintains complete and accurate records of vendor files including invoices and check stubs.
11. Manages the Accounts Payable inbox and responds to requests from vendors and coworkers in a timely and professional manner.
12. Informs staff of annual IRS standard mileage rates. Review mileage requests for accuracy and process payments.
13. Ensures all documents are shredded that are of confidential matter.
14. Ensures privacy and maintains security of confidential materials sent to the Finance Department. Files all check stubs and invoices by vendor in a locked cabinet and keeps keys.
15. Scans all invoices and checks issued for electronic record keeping purposes.
16. Researches and tracks tenant utility consumptions.
17. Assists in preparation and maintaining information required for audits and/or HUD monitoring reviews.

### **SUPERVISORY RESPONSIBILITIES**

The employee receives instructions from Chief Financial Officer. Normally, the employee plans and carries out work activities with minimal supervision and independently resolves problems that arise. The employee receives specific instructions when complaints are brought to the attention of the supervisor; and when the supervisor is contacted by the employee for direction. The employee's work is reviewed for conformity to organizational policies and attainment of objectives. The employee has no supervisory duties.

### **QUALIFICATIONS AND COMPETENCIES**

#### **Behavioral Competencies**

*This position requires the incumbent to exhibit the following behavioral skills:*

***Job Knowledge:*** Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the Authority. Uses appropriate judgment & decision making in accordance with level of responsibility.

***Commitment:*** Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; persists despite obstacles and opposition.

***Customer Service:*** Meets/exceeds the expectations and requirements of internal and external customers; identifies, understands, monitors, and measures the needs of both internal and external customers; talks and acts with customers in mind. Recognizes work colleagues as customers.

***Effective Communication:*** Ensures important information is passed to those who need to know; conveys necessary information clearly and effectively orally or in writing. Demonstrates attention to, and conveys understanding of, the comments and questions of others; listens effectively.

***Initiative:*** Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

***Responsiveness and Accountability:*** Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; does fair share of work.

***Teamwork:*** Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

### **Job Competencies**

1. Good knowledge of GAAP, basic bookkeeping principles, recordkeeping procedures, budgeting, cost allocation, auditing, and financial reporting.
2. Ability to perform a job independently upon receiving general instructions.
3. Must demonstrate strong attention to detail and ability to meet deadlines.
4. Knowledge of Microsoft Excel.
5. Must be able to maintain punctuality and attendance as scheduled.

6. Must possess strong analytical skills.
7. Skilled in effective verbal and written communication.

### **EDUCATION AND EXPERIENCE**

Bachelor's degree from an accredited four-year college or university in accounting or finance. Minimum of three (3) years of relevant experience or an equivalent combination of education and experience.

### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

*Incumbent(s) must be able to meet the physical requirements of the classification and have mobility, balance, coordination, vision, hearing, and dexterity levels appropriate to the functions performed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work is performed primarily in an office environment with occasional travel to meetings. The incumbent frequently uses standard office equipment including personal computers, telephone, and related equipment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Office environment. The noise level in the work environment is moderate. Work involves the normal risks or discomfort associated with an office environment and is usually in an area that is adequately cooled, heated, lighted and ventilated.

### **CONTACTS**

The employee has contact with co-workers, managers, residents, vendors, and business firms. Personal contacts serve multiple purposes including giving or gaining information and resolving problems.

### **OTHER REQUIREMENTS**

1. Must possess a valid driver's license.
2. Must be available for occasional overnight travel for training.
3. Must pass employment drug screening.
4. Must pass criminal background check.
5. Must work with the highest degree of confidentiality.

The Housing Authority of Kansas City, Missouri is an Equal Opportunity Employer. This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed. The duties herein are representative of the essential functions of this job. This job description reflects management's assignment of functions; however, it does not prescribe or restrict tasks that may be assigned. Nothing in this document restricts management's right to assign or reassign duties and responsibilities at any time. The qualifications listed above are guidelines, other combinations of education and experience that could provide the necessary knowledge, skills, and abilities to perform the job may be considered at the discretion of the Executive Director.

Employment with the Housing Authority of Kansas City, Missouri is on an "at-will" basis. Nothing in this document is intended to create an employment contract, implied or otherwise, and does not constitute a promise of continued employment.

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

\_\_\_\_\_  
**EMPLOYEE SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**SUPERVISOR SIGNATURE**

\_\_\_\_\_  
**DATE**