



185 S. 33RD COURT
MILWAUKEE, WI 53208

414.747.4001 RISHI-TEA.COM

Job Description and Duties of Accounts Payable Coordinator

Department: Support

Status: Non-exempt

Reports to: Controller

Schedule: Monday through Friday, 7 am to 3:30 pm. Hours are flexible and changes can be made with advanced approval.

Job Description: The Accounts Payable Coordinator works within the Accounting Department and contributes to the management and profitability of the company resources through the verification, reconciling, analyzing and processing of payables. The A/P Coordinator works closely with the Controller, Purchasing Manager, Buyers, Receivers, Sales and with others as needed.

Physical requirements:

- Stand, walk, bend, stoop, sit at a desk;
- Lift up to 40lbs;
- Ability to type and operate standard office equipment on a daily basis.

Skills/Qualifications:

- Bachelor's or Associate accounting or business related degree and /or sufficient related work experience;
- Strong knowledge of Accounts Payable principles and processes, including 3-way matching
- Basic knowledge and understanding of General Accounting Principles;
- Basic knowledge of business principles and processes;
- Microsoft Operating System and Office Applications, including strong Excel skills;
- Business Accounting software experience;
- Ability to work independently and as part of a team;
- Self-motivated and pro-active;
- Highly effective and persuasive communication skills;
- Vendor relations management;
- Filing and document management;
- Proficient and accurate ten-key and keyboard data entry;
- Process improvement and documentation;
- Attention to detail;



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- Time-management, prioritization and organizational skills;
- Strong Arithmetic skill set;
- Observant, analytical, inquisitive and attentive.

Goals of position:

- Ensure correct invoicing through verification of receipts;
- Further enhance the Expense Reporting & A/P procedures by gaining efficiencies where able and improving accuracy through process improvement;
- Accurate & timely posting of payables;
- Control expenses through analysis & verification of invoices and expense reports;
- Protect organization by keeping information confidential;
- Maintain strong vendor relationships through effective communication.

Duties:

- Responsible for communications with vendors and voucher authorizing persons;
- Collect, verify and process vendor invoices;
- Populate & disperse expense reports, verify documentation for accuracy & appropriateness and post to payables;
- Vendor set up and maintenance
- 1099 reporting
- Maintain paper & electronic records
- Advise Controller of vendor payments;
- Coordinate mailing of Check Payments;
- Other tasks & projects as assigned.