BUTLER METROPOLITAN HOUSING AUTHORITY

An Equal Opportunity Employer

POSITION DESCRIPTION

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Position Title: Accounts Payable Coordinator Name of Incumbent:	Dept./Division: Position Number:	Accounting
Reports To:Accounting ManagerPay:10Probationary Period:See Union Contract/Personnel Policy	Employment Status: FLSA Status: Normal Hours:	Full-time Non-Exempt 8 Hours

JOB SUMMARY:

Responsible for accounts payable records and reports.

QUALIFICATIONS:

Associates in Accounting with two (2) to three (3) years of accounts payable and purchasing experience.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid State of Ohio driver's license and show evidence of personal vehicle insurance with adequate liability protection.

ESSENTIAL FUNCTIONS OF THE POSITION:

- 1. Maintains vendor files; monitors vendor requirements (i.e., vendor reports, W-9', etc.)
- 2. Maintains a "General Office Petty Cash Fund" for Authority Accounting Department.
- 3. Monitors data entry for accounts payable.
- 4. Processes disbursements (e.g., manually types vendor checks; runs computer checks; processes checks for mailing, etc.) and records in budget book.
- 5. Tracks meter readings on all copiers and the postage meter and submits readings on a regular basis.
- 6. Records and tracks budget control sheets and maintains purchase order log; processes requisitions, invoices, etc. Assigns Purchase Order number; enters into computer system; records data into budget book.
- 7. Enters vendors set-ups, ID numbers, and all pertinent information into the system.

- 8. Clear all checks (including Section 8) from the system on a monthly basis.
- 9. Works with contractors to ensure invoice dates and payroll dates correspond.
- 10. Performs data entry tasks including setting up invoices for payment; inputs check data on computer; and maintains purchase order records.
- 11. Maintains EEO records and prepares MBO report to be filed with HUD as required.
- 12. Prepares year-end A/P reports (1099's, etc.).

OTHER DUTIES AND RESPONSIBILITIES:

- 1. Attends workshops or seminar related to duties performed.
- 2. Performs other duties as assigned by the Accounting Manager.
- 3. Serves as back up to Tenant Accounting Coordinator during their absence.

KNOWLEDGE OF:

Accounting principals; bookkeeping; purchasing; public relations; records management; MS Office; MS Windows.

ABILITY TO:

Handle confidential information with tact and discretion; perform duties in a normal office environment; perform light manual labor; operate modern office equipment.

EQUIPMENT OPERATED: N/A

POSITIONS SUPERVISED: N/A

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

(Employee Signature)

(Date)