

Opening Date: June 1, 2009

**GREATER PHILADELPHIA URBAN AFFAIRS COALITION**

**JOB DESCRIPTION**

**POSITION:** **ACCOUNTS PAYABLE COORDINATOR**

**DEPARTMENT:** **FISCAL**

**REPORTS TO:** **GENERAL LEDGER ACCOUNTING SUPERVISOR**

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**POSITION SUMMARY:**

The Greater Philadelphia Urban Affairs Coalition (GPUAC) is looking for a qualified **Accounts Payable Coordinator** to join its team. The ideal candidate will have overall responsibility for the timely processing of accounts payables.

**PRIMARY RESPONSIBILITIES:**

- Receive, review and code invoices for payment.
- Review edit report with supervisor for check due dates.
- Prepare accounts payable checks and submit to Supervisor for approval and signature.
- Enters new vendors into the financial accounting system.
- Print all accounts payable reports and maintains account payable files.
- Assist in monthly closings and bank account reconciliations.
- Posting of journal entries.
- Maintains Petty Cash.
- Responsible for filing of JEs, AP vouchers, W-9s.
- Perform other job related duties as assigned.
- Prepares positive pay reports.
- Print images of cancelled checks.
- Transmit A/P and payroll checks to the bank.
- Prepares 1099s.

**KNOWLEDGE AND SKILLS:**

- Must be extremely detail-oriented and organized with excellent analytical ability.
- Must have excellent interpersonal, communication and problem-solving skills.
- Must maintain a high level of professionalism, integrity, trust, and confidence.
- Must have a working knowledge of Microsoft Office software.

**EDUCATION AND WORK EXPERIENCE:**

- A high school diploma is required. An Associates Degree in Accounting or related field is preferred.
- A minimum of two (2) years experience in accounts payable.
- Flexible attitude and the ability to work in a team environment.

**Send cover letter and resume with salary requirement to:**

Sandra Higginbotham, Human Resources Manager  
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Philadelphia, PA 19107  
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