



City of Greenwood – Accounts Payable Coordinator

Job Title:	Accounts Payable Coordinator	Job Category:	Non-Exempt
Department/Group:	Finance	Job Code:	
Location:	City Building	Travel Required:	No
Level/Salary Range:	Contingent on Experience	Position Type:	Full Time
HR Contact:	Human Resources Coordinator	Supervisor:	Deputy Controller
Fax or E-mail: (317) 887-5868 or HR@greenwood.in.gov	Mail: City of Greenwood Attention: Human Resources Department 300 S. Madison Avenue Greenwood, IN 46142		
Job Purpose:	Responsible for processing City accounts payables and maintaining accounts payable records, balancing financial reports and reconciling accounts payable reports and statements.		

Duties and Responsibilities:

- Compliance with the Code of Conduct and Ethics as outlined in the Employee Handbook.
- Responsible for processing all purchase orders reviewing for appropriate documentation and approval prior to payment.
- Verify calculations on all submitted claims as well as making corrections as needed.
- Maintain all accounts payable reports, spreadsheets and City accounts payable files.
- Process employee travel expenses and credit card expenses.
- Responsible for printing, sorting and distributing signed checks as required to vendors and employees.
- Prepare analysis of accounts, as required. Assist in monthly closings.
- Assist City Departments by acting as a point person concerning issues with GEMS.
- Answer vendor inquiries.
- Perform filing and record keeping.
- Perform other duties as assigned.

Job Requirements:

- **Education:** High School Diploma or GED equivalent.
- **Experience:** Three to five years' experience in accounts payable, bookkeeping or payroll.
- **Skills and Abilities:** Proficient in Excel, Word, Power Point and other computer software. Able to interact with employees and vendors in a professional manner.
- **Physical:** Operating assigned computers and equipment. Sitting, walking and standing for extended periods of time and occasional lifting and carrying objects weighing up to 25lbs.



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By signing, I acknowledge that I have read, understand and will comply with the duties and responsibilities for employment in this position. The City of Greenwood is an “at will” employer and has the right to terminate the employment relationship at any time.

Employee Signature: _____
Date: _____

Approved By: