

**Job Description**  
**Midwest Dairy Association**

**Job Title:** Accounts Payable Coordinator

**Department:** Administration

**Reports To:** VP, Accounting

**Date:** June 2022

**Purpose:** This position is responsible for the timely and accurate processing of accounting data.

**Key Result Areas:**

<b>A.</b>	<b>Prepare accounts payable invoices for entry to the accounting system for six legal entities. Process disbursements to assure timely and accurate payment of invoices.</b>	<b>90%</b>
	1. Receive, sort and route accounts payable invoices and check requests to appropriate staff for approval in accordance with the Invoice Approval Process.	E
	2. Code accounts payable invoices and check requests to ensure accurate recording of expenses to the appropriate company, division, cost center and account.	E
	3. Select invoices and check requests for payment and make disbursements on a weekly basis.	E
	4. Update cash monitoring spreadsheets.	E
	5. Reconcile accounts payable transactions with the general ledger on a monthly basis.	E
	6. Maintain accounts payable vendor files.	E
<b>B.</b>	<b>Perform account analysis and other miscellaneous accounting functions to promote efficiency in the accounting department.</b>	<b>10%</b>
	1. Prepare accounts payable related reports.	E
	2. Prepare journal entries to reclassify accounts payable invoices, as directed by other accounting staff.	E
	3. Monitor and resolve old outstanding checks.	E
	4. Maintain fixed asset permanent files.	E
	5. Write up deposit tickets for bank deposit for two state trade associations.	E
	6. Assist with the preparation of assigned budget, year-end, and other miscellaneous reports.	E
	7. Perform other accounting duties, as requested.	E

## **JOB SPECIFICATIONS**

### **Education and Experience**

Associate Degree in Accounting is required. Bachelor's Degree in Accounting, Business or a related field is preferred. At least two years of accounts payable experience or a combination of education and experience providing equivalent knowledge is required.

### **Knowledge, Skills, and Abilities**

#### ***Knowledge:***

1. Knowledge of accounting system functions, specifically accounts payable.
2. Knowledge of and ability to utilize personal computers and related software for spreadsheet, word processing, and database systems.
3. Knowledge of standard accounting software and accounting report writers.

#### ***Skills:***

1. Skill in performing mathematical equations including calculating percentages and ratios.
2. Skill in investigating and resolving problems in a timely and efficient manner.
3. Skill in developing and maintaining positive working relationships with external and internal customers.
4. Skill of preparing written materials to meet purpose and audience.

#### ***Abilities:***

1. Ability to organize/categorize information and files for easy storage and retrieval.
2. Ability to work cooperatively and collaboratively with a team of individuals.
3. Ability to coordinate multiple tasks and projects, including, but not limited to scheduling and prioritizing.
4. Ability to work independently with little supervision.
5. Ability to give attention to detail.
6. Ability to present both self and ideas, orally or in writing, using knowledge and the perspective of the audience, so that the ideas are understandable and credible.
7. Ability to travel one time per year.

**Physical Demands:** While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop and kneel. Vision abilities required by this job include close vision.

**Work Environment:** While performing the responsibilities of the job, these work environment characteristics are representative of the environment the job holder will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee is working in an office environment. The noise level in the work environment is quiet to moderate.