**Accounts Payable Coordinator**

**Job Summary/Position Overview:**

Join a growing team at a company named one the Houston Chronicle’s Top Workplaces!

The Accounts Payable Coordinator will support Accounting through auditing, processing, and reconciling invoices. The Accounts Payable Coordinator’s role is an integral part to the success of our Accounting department. The position requires someone with a dedicated work ethic and strong eye for detail, along with a team mentality and great communication skills.

The Accounts Payable Coordinator will report to the Controller.

**Job Responsibilities:**

* Review vendor invoices for accuracy and communicates with vendors to ensure adherence to quoted rates
* Process vendor payments in a timely manner via check or credit card
* Ensures credits or refunds are received for outstanding memos or overpayments
* Verifies vendor accounts by reconciling monthly statements
* Develops and maintains beneficial relationships with our vendors
* Works with sales team, when necessary, to reconcile or review invoices with a higher degree of difficulty
* Assists in general office administrative functions
* Maintains company policies and procedures
* Provides support and troubleshooting to all employees
* Works independently and self-motivated, and uses appropriate judgment in upward communication regarding accounting concerns
* Performs other job-related duties as assigned

**Preferred Qualifications:**

* ERP experience
* PC proficiency (Microsoft Office and Windows software applications)
* One or more of the following:
* Bachelor or Associate degree in Business Administration or Accounting
* 1+ years AP experience in a high-volume environment
* 1+ years vendor relations experience
* Ability to multitask
* Possess good organizational and managerial skills, and have a strong work ethic
* Ability to work as part of a team

**Other Details:**

* Full time position - some overtime expected
* Compensation: $17.00 - $19.00/hour depending on experience
* Location: Houston, TX – Willowbrook/Cypress area