

Brunswick Electric Membership Corporation

Supply, North Carolina

Accounts Payable Coordinator

Dept: Administrative/Financial Services

Reports to: Supervisor, Accounting

FLSA Status: Nonexempt

Effective/Revised Date: 03/22/06

Organizational Relationships

Vice President, Financial Services/Compliance/Risk Officer

Supervisor, Accounting

Accounts Payable Coordinator

Performance Factor Levels:

Customer Focus	1
Teamwork	1
Innovation	1
Communication	1
Initiative	2
Quality Focus	1
Leadership	1

Development/Learning Curve:

6 months

OBJECTIVES:

- A. To perform the required work with assurance of accuracy and conformity with approved and accepted accounting procedures and practices.
- B. To render prompt, efficient, courteous and reliable service and become thoroughly familiar with and enthusiastically support the policies and procedures of Brunswick Electric Membership Corporation.
- C. To assist in maintaining complete and accurate accounting records, to provide necessary information to all departments and districts that will assure efficient management of the Cooperative.
- D. To give open, positive support to all management decisions and actions taken.

Essential Functions:

Within the limits of established policies, budgets, legal requirements, generally accepted accounting principles, and authority delegated by the Accounting Supervisor, assumes responsibility and personally performs the following activities under the direct supervision of the Accounting Supervisor.

1. Responsible for accounts payable system, including maintenance of vendor files and data input.
2. Verify that documentation/approvals support invoices received for payment.
3. Contact originator of expenditure or vendor/supplier to clarify questions.
4. Create Accounts Payable Checks and associated reports.
5. Prepare payable checks for mailing.
6. Maintain files by check number of supporting documentation with check copy for all cash disbursements checks.
7. Maintain accounts payable subsidiary ledger and balances it with the general ledger.
8. Assists in preparation of other periodic reports and studies, copy checks and invoices pertaining to special construction projects.
9. Works with vendors on all accounts payable issues.
10. Prepare sales and use tax report monthly.

Other Duties:

1. Detect problems and report all unusual conditions to supervisor.
2. Keep work area clean and orderly
3. Performs other duties and assumes other responsibilities as requested or directed.

Physical Demands:

Very limited physical effort required to enter data into the computer and produce documents and reports. Require physical ability in reaching, stooping, standing, walking, lifting, grasping, talking, hearing, repetitive motions, and light physical work.

Mental/Visual Requirements:

Continuous visual attention and manual dexterity required to review documents, enter data into the computer, create reports and documents, and prepare documents, forms, and reports for distribution.

Environmental Conditions:

Usual office environment.