



Accounts Payable Coordinator

Job title	Invoicing Clerk	Contact Info.	vajid@gtgoupinc.com
Reports to	CS/Documentation Supervisor	Approved by	HR Manager
Work Schedule	Monday - Friday	Day Shift <input checked="" type="checkbox"/> Evening Shift <input type="checkbox"/>	8H00 – 16H30 <input checked="" type="checkbox"/> 8H30 – 17H00 <input checked="" type="checkbox"/> 9H00 – 17H30 <input checked="" type="checkbox"/>

JOB DESCRIPTION

The *Accounts Payable Coordinator* prepares and processes accounts payable invoices and records according to established procedures. This position requires a close working relationship with administrative staff, including Managers/Directors and/or their staff.

Note: This Job Description may not encompass the entire scope of this role, as other duties maybe assigned by management.

RESPONSIBILITIES

- Preparation of supporting documents for shipping and billing
- Issuing of invoices tailored to contractual specifications and/or client-specific price lists
- Verification of invoices received with reference to clients' agreements
- Receive and verify invoices, generating, printing and sending invoices
- Maintain updated files and file numbers;
- Verified invoices (appropriate approvals and coding)
- Update work orders in our in-house systems and/or Excel
- Verifying pricing and freight charges
- Sending proof of delivery to our customers and do all the follow-ups
- Verifying backorder reports
- Timely processing of invoices
- Performs other related work as required.

POSITION REQUIREMENTS

Education & Experience

- Diploma/certificate in Office Administration, 1-2 years' work experience in an invoicing role
- 3-5 years' experience (preferably in transport industry).

Knowledge & Qualifications

- Knowledge of accounting principles and practices;
- Knowledge of financial reporting;
- Technical accounting skills;

- Previous experience of general accounting;
- Experience with Sage ACCPAC accounting software.

CORE COMPETENCIES

Communication

- Work requires professional written and verbal communication and interpersonal skills;
- Ability to motivate teams to produce quality materials within tight timeframes and simultaneously manage several projects;
- Ability to participate in and facilitate group meetings;
- Expresses ideas clearly and effectively;
- Strong listening skills - listens to understand; is not judgmental;
- Conflict resolution - confronts problems openly and works constructively to find common ground.

Organizational Effectiveness

- Ability to multi-task and attend to detail in a fast-paced dynamic environment;
- Seeks ways to add value to the organization;
- Has a genuine desire to help people and has respect and empathy for others;
- Seeks to understand issues and trends.

Self-Management

- Personal accountability -- knows own strengths and weaknesses and accepts responsibility for actions;
- Demonstrates consistency between words and actions;
- Inspires trust and confidence of others;
- High standard of ethical behavior;
- Respectful of those not present.

Adaptability

- Demonstrates confidence in the face of challenges;
- Recovers quickly from problems and setbacks;
- Responds with flexibility to multiple demands and change.

Work Management

- Sets priorities – can describe goals of a project and results to be achieved;
- Initiates and follows through to completion;
- Balance of professional and personal life;
- Ability to perform with minimal daily supervision.

DIRECT REPORTS

- This position has no direct reports.