

## Accounts Payable Coordinator

### Summary

The Accounts Payable Coordinator administers all accounts payable functions and serves as a point of contact for any billing matter. Strong communication skills both face-to-face and in writing are essential, as this individual works across all lines of business within the company and interacts with other departments on a regular basis.

### Job Responsibilities (responsibilities may include but are not limited to the following)

- Execute timely payment of vendor invoices and expense vouchers
- Track, reconcile, prepare, and submit construction draws and pre-development reimbursement invoices; follow up on the collection of draws and pre-development reimbursement invoices to ensure that timely payments are made to subcontractors and vendors in relation to development and construction projects
- Maintain and manage the accounts payable processing platform for all aspects/tasks relating to the platform
- Manage and establish procedures for the invoice processing and approval platform
- Disburse checks and ensure that vendors are appropriately taxed
- Review and reconcile processed work by reviewing entries and comparing system reports to balances
- Coordinate with the Assistant Vice President of Finance to manage cash availability and payment obligations within terms
- Ensure the collection and proper record-keeping of all vendor EINs and W-9s
- Manage 1099 processing
- Perform accounting functions, such as general ledger maintenance and month-end close
- Create efficiencies within the accounts payable function
- Enforce budgets, company policies, and departmental controls to maintain compliance with company standards
- Maintain accurate records and control reports, with the ability to identify and resolve potential issues
- Use technology and data analytical skills to enhance and improve the delivery of job responsibilities
- Identify patterns and problem spots and make recommendations to management on areas of improvement
- Develop and maintain vendor relationships and resolve billing disputes in a tactful and effective manner
- Collaborate with other departments to ensure accurate reporting
- Communicate effectively, both verbally and in writing
- Perform other duties as assigned

### Performance Objectives

- The 7 Core Values established by Crawford Hoying to maintain its desired culture
- Willingness to learn a variety of concepts, practices, and procedures
- Face-forward interaction and engagement with other departments
- Strategic approach to problem-solving and troubleshooting
- Flexibility in taking on projects
- Management and timely payment of invoices
- Perseverance in reconciling historical data
- Timeliness and transactional accuracy

### Preferred Knowledge, Skills, Education, and Experience

- 2-4 years of accounts payable experience
- Strong analytical, problem-solving, organizational, and multitasking abilities
- Excellent customer service with both internal and external customers
- Excellent interpersonal and communication skills, both written and verbal

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- Results-oriented attitude with a sense of urgency and ability to work under deadline pressure
- Extensive knowledge of company policies and procedures
- Proficiency with Microsoft Office products, included advanced skills in Excel
- Bachelor's degree

**Bonus Skills**

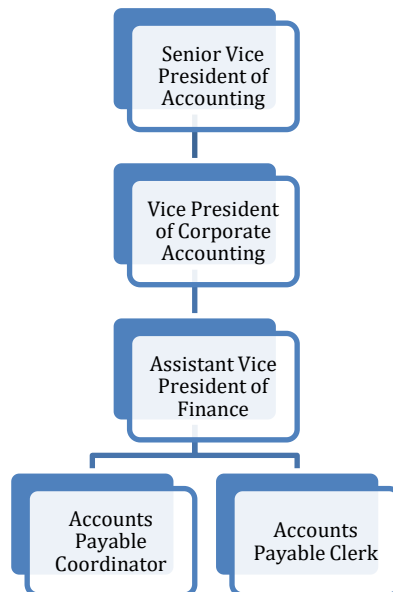
- Experience with RealPage

**Work Environment**

The Accounts Payable Coordinator works at the corporate office and interfaces with external and internal customers on a regular basis. Work hours are typically 8:00 am to 5:00 pm, Monday through Friday, subject to the needs of the department. The person in this position must be available to work additional hours as needed in busy seasons.

**Reporting Structure**

The Accounts Payable Coordinator reports to the Assistant Vice President of Finance and works alongside the Accounts Payable Clerk.

**Physical Requirements**

The physical condition of the Accounts Payable Coordinator must be sufficient for the consistent and successful completion of the responsibilities defined for this position and for conformance with all professional standards defined for this position. This position frequently requires standing, walking, sitting, reaching with hands and arms, and lifting up to twenty-five pounds.

**If you are interested in applying for this position,  
please email your resume to [hr@crawfordhoying.com](mailto:hr@crawfordhoying.com)**