

JOB POSTING BRAYS ISLAND PLANTATION

JOB TITLE: Accounts Payable Coordinator DEPARTMENT: Administration
REPORTS TO: Assistant Controller EXEMPT/NON-EXEMPT: Non-Exempt
SUPERVISES EMPLOYEES: No

Function: Serves to assist Accounting Department in maintaining disbursement and cash accountability processes. Ensures all programs and services are fulfilled in a manner consistent with the goals and objectives of Brays Island Plantation.

Duties & Responsibilities:

1. Examination and preparation of invoices for payment following appropriate Brays Island Plantation procedures.
2. Processing of vouchers through the accounts payable system.
3. Monitoring payments to appropriate vendors insuring timely payments on invoices.
4. Monthly review and reconciliations of vendor statements to accounts payable system.
5. Processing of monthly Sales Tax payment of taxes through accounts payable system and compiling the information to accompany the payment while ensuring it gets out in a timely manner.
6. Computer check runs.
7. Matching checks with payment vouchers, distributing checks for signatures, monitoring status of checks and distribution of checks to end destination.
8. Filing of open payable vouchers, paid check copies, accounting control check copies.
8. Prepare Journal entries as necessary.
9. Recording, monitoring and tagging of all fixed assets.
10. Reconciling of Fixed Assets to general ledger balance sheet accounts.
11. Creating and updating Statistical graphs for financial packages.
12. Updating and reconciling of capital expenditure spreadsheet on a weekly and monthly basis to tie back to capital department general ledger accounts.
13. Run reports and do reconciliations.
14. Give support to the Director of Finance and Assistant Controller with various accounting projects.
15. Foster a "One Brays" culture that ensures alignment to values, employee engagement, owner-centricity, and resource sharing
16. Provides exceptional customer service to owners, guests and internal and external partners in a professional manner.
17. Other duties as assigned.

Physical Requirements:

1. Must be physically and intellectually capable of operating a computer, printer, ten key calculator, telephone and various other business equipment.

2. Also must be able to use a pen and pencil to write.
3. Must be able to see well enough to read faint or partially obscured writing or printing, with or without corrective lenses.
4. Must be able to speak English in a clear and understandable voice so that audit interviews may be conducted with people with various levels of education capabilities.
5. Position involves sitting, standing and/or movement.
6. Position requires ability to frequently exert minimal force of up to 10 and occasionally exert up to 20 pounds of force to carry, lift, push, pull and otherwise move objects

Environmental Requirements:

1. Performance of this job is mainly in an office environment with occasional on-site amenity visits for asset tagging.
2. Ability to adjust to modifications in the climate-controlled temperatures, use of fluorescent lighting throughout, and adaptation to a limited work space will be a requirement.
3. The employee may be required to participate in more than one assignment at a time with frequent interruptions, changes and delays.
4. The employee must be able to remain focused and work effectively, efficiently and cheerfully under such circumstances.
5. Must be able to work constructively and cheerfully in an environment that may be stressful due to adversarial situations resulting from the proper performance of the department's mission.

Minimum Qualifications:

Education: Graduation from high school or its equivalent.

Knowledge: Knowledge of JONAS software. Spreadsheet knowledge.

Skills: Attention to detail a must; ability to follow-up on outstanding accounting functions; ability to interact with variety of personalities.

Experience: 2 years previous accounting/accounts payable experience.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g., emergencies, changes in personnel, workload, rush jobs or technological developments).