

**MIDDLE TENNESSEE NATURAL GAS UTILITY DISTRICT
JOB DESCRIPTION**

Position: Accounts Payable Coordinator

Department: Administration

Area: Accounting

O/T Status: Non-exempt

Supervises: No one

Reports to: Director of Finance

Approved by/Date: _____

JOB SUMMARY:

The Accounts Payable Coordinator reports directly to the Director of Finance. This position is assigned to the Administrative Building in Smithville, Tennessee. Some overtime may be required during monthly closings, especially from fiscal year-end until end of audit.

JOB DUTIES (including, but not limited to):

1. **Process all invoices and monthly utility bills, including assigning all invoices GL account codes, and data entry of all invoices.** Check accounts payable internal mail and email to collect daily invoices; code all invoices including stamping, assigning vendor number, post date, due date, and account numbers; enter all invoices in the Accounts Payable (AP) System (Dynamics Financial Management or DFM); and file all invoices in appropriate folders.
2. **Process weekly check runs.** Generate cash requirements report; print checks each Wednesday, normally; generate check listing; close cycle to post to General Ledger.
3. **Maintain all ACH vendors and process ACH payments as needed according to due date.** Code ACH invoices including stamping, vendor number, post date, due date, and account number; data entry of ACH invoice in the DFM System; process the ACH in the DFM System to create the actual electronic payable file to be imported into our bank's ACH system by the Director of Finance or Accounting Specialist).
4. **Process Manual Payments.** Process AP Bills for vendors that are paid electronically and are authorized to directly withdrawal monthly amounts owed from our bank account.
5. **Reconcile Company VISA Statements.** Each month, a master statement is printed and given to the Accounts Payable Coordinator for reconciliation and expense coding. Online reports from the VISA are downloaded, sorted, and processed in our AP System. The final packet is then forwarded to our Chief Executive Officer for final approval.
6. **Purchase Order Invoice Processing.** Match the purchase order invoice with the correct purchase order; code invoice which includes stamping, assigning vendor number, post date, and due date; enter all purchase order invoices in the DFM System; file all invoices in appropriate due date folders.

7. **Monthly recurring payables.** Print monthly rent invoices and process for payment..
8. **Assigning vendor numbers and maintain vendor list .** Assign vendor number to new vendors; maintain vendor list including correct name, address, payment codes, account numbers, etc.; print and mail any new vendor an IRS W9 Form and 1099 letter.
9. **Maintaining 1099 vendors and process 1099 forms at year end.** Periodically check 1099 vendors for any payments that are not being posted as reportable and to make sure Employer Identification number and Social Security number are correct. In January of each year, run 1099 forms and mail to vendors by IRS deadline. Process and file all 1099 reporting with the IRS using Greenshades Software.
10. **Provide Tax Exemption Forms.** Complete Sales and Use Tax Exempt forms as required of MTNG by our vendors; check to make sure form is up to date and invoices are exempt from Tennessee Sales Tax.
11. **Process Project Hometown Help Checks.** Upon completion of our Project Hometown Help's Committee Meeting, our Board of Directors will approve the allocated monies of successful grant applications to the recipients of Project Hometown Help. Applications, once approved, will be given to the Accounts Payable Coordinator to set up a vendor and issue the check in accordance with the approved application.
12. **Scan and maintain all invoices and check backup.** Once AP checks have been printed, they are then reviewed for accuracy and signed by the authorized signers. After completion, all checks are mailed for payment, and all backup is returned to the Accounts Payable Coordinator to scan and catalog using our Kofax scanning and coding software.
13. **All other duties as assigned.**

INTERACTION AND LEVEL OF INDEPENDENCE:

High level of interaction with fellow employees in all departments. Works under direct supervision and makes decisions according to established procedures.

POSITION REQUIREMENTS:

- High School Diploma Required.
- Associate's Degree or Bachelor's Degree in Accounting is preferred.
- Previous Accounts Payable experience desired.
- Must be proficient in Microsoft Excel, Microsoft Word, and Microsoft Outlook.
- Must read and write legibly.
- Proficient in 10-key and data entry.
- Ability to learn the Accounts Payable and Purchase Order modules of the District's Dynamics Financial Management (DFM) software.
- Must communicate and interact with variety of personnel in every location and department of the District to resolve invoice, packing slip, receiving, and purchase order discrepancies.
- Ability to reconcile monthly vendor statements and invoices and resolve discrepancies.
- Must communicate verbally with vendors to resolve invoice and/or payment questions.
- Attention to detail is a critical function in this position.
- Strong problem solving and investigating skills are a must.

REQUIRED PHYSICAL CONDITIONS:

- Must be able to lift up to 30 lbs.
- Must be able to use all office machinery such as computer, calculator, printer, scanner, copier, telephone, etc.
- Must be able to speak and hear clearly.

MEASUREMENT CRITERIA:

- Reports generated must be in compliance with Tennessee Comptroller's Office, GASB regulations, and NARUC System of Accounts.
- Subject to mandatory pre-employment drug testing and random, post accident, probable cause for drugs and for alcohol testing.
- Must successfully pass a Microsoft Excel test to demonstrate ability to use the software.
- To be evaluated by performance appraisals from the Director of Finance, with oversight from the Vice President of Administration and Chief Financial Officer, and Executive Vice President and Chief Executive Officer.