JOB DESCRIPTION

JOB TITLE: Accounts Payable Coordinator

DEPARTMENT: Finance

REPORTS TO: Controller

POSITION SUMMARY:
Responsible for all aspects of automated accounts payable function within the organization's established policies. Examines records of amounts due and makes sure invoices are paid according to terms, and appropriately coded to ensure accurate accounting.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:
- Implements and enforces accounts payable policy uniformly.
- Responsible for all accounts payable processes.
- Ensures vendors paid in a timely manner.
- Maintains sufficient understanding of account coding structure to identify account-coding errors.
- Prepares various monthly/annual State and Federal and Foreign tax returns resulting from accounts payable function, this includes: 1099’s, NEC, 1042, monthly sales tax returns.
- Maintains all account payable files in organized and complete fashion. Timely filing of all accounts payable records.
- Prepares and assists with various monthly reports.
- Assists in preparation of various general ledger schedules.
- Prepares and inputs various journal entries.
- Assists with the schedule preparation for the year-end audit.
- Accesses computerized financial information to answer general questions as well as those related to specific accounts.
- Excellent communication skills with both internal and external customers. Must have strong interpersonal skills with an emphasis on courtesy, friendliness, clarity, and diplomacy.
- Ability to develop a strong working relationship with each team member based on trust and respect in order to provide constructive feedback.
- Responsible for distribution of the Symphony mail.
- Maintains and orders general office supplies.
- Performs other duties as assigned.
MINIMUM REQUIREMENTS:
Associate degree in accounting or equivalent work experience (5 years minimum) with payables and general accounting experience. Ability to use Microsoft Word, Excel, Outlook (all at the Beginner level as defined by Microsoft). Experience with accounts payable software and spreadsheets. This position requires an individual with great attention to detail and excellent math and analytical abilities. The individual must use great care and discretion in dealing with sensitive information handled in the finance area.

INTERPERSONAL CONTACTS:
INTERNAL: Daily contact with all levels of staff.
EXTERNAL: Daily contact with vendors. Some contact with ISO Association volunteers.

CONTENT OF CONFIDENTIAL INFORMATION:
Knowledge of guest artists’ fees and all non-payroll financial information.

SPAN OF SUPERVISION:
No direct reports.

OUR MISSION
To inspire, entertain, educate and challenge through innovative programs and symphonic music performed at the highest artistic level.

OUR VALUES
At the Indianapolis Symphony Orchestra, we are one team committed to achieving our mission through:
- Outstanding performance on and off the stage.
- Extraordinary service to both internal and external customers.
- A compassionate workplace built on trust and mutual respect.
- A culture of flexibility and openness to change.

The Indianapolis Symphony Orchestra is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, color, religion, gender, national origin, age, disability, sexual orientation, veteran status or any other status protected by law.

Applications for this position should be sent to jobs@indianapolissymphony.org.