

**Boulder Housing Partners**  
**POSITION DESCRIPTION**

DATE: 06/2022

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**POSITION TITLE:** Accounts Payable Coordinator

**PAY GRADE:** 5

**DEPARTMENT:** Finance

**STATUS:** Non-exempt

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**OVERALL JOB OBJECTIVE:** We are looking for an A/P Accountant to join the Finance Team of our multi-entity organization. The position is full-cycle accounts payable with the assistance of a 3<sup>rd</sup> party payer, to include general ledger coding, correct discrepancies to ensure the accounts are properly stated.

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**DUTIES AND RESPONSIBILITIES:**

1. Review invoices for proper approval and routing
2. Match to purchase order, if applicable
3. Post payments to appropriate entity account(s)
4. Prepare weekly check runs
5. Manage positive pay exceptions
6. Issue stop-payment requests, void, and re-issue checks
7. Prepare weekly Section 8 landlord checks
8. Maintain virtual accounts payable files for compliance purposes
9. Prepare certain month-end general ledger reconciliations as requested
10. Issue 1099s at year-end to appropriate vendors
11. Track utility costs and usage
12. Assist in resolution of issues with Finance and other department colleagues
13. Communications with residents and BHP staff regarding payback agreements, schedules, related questions.
14. Provide payment status and account details as requested.
15. Other accounting related tasks, as delegated.
16. Potential for one direct report.

BHP is committed to hiring employees who provide good customer service; our employees communicate courteously and responsively and provide effective and efficient service to the public and co-workers.

**REQUIRED QUALIFICATIONS:**

- Minimum 2-year degree in accounting
- Minimum 5-7 years' experience in a similar role, particularly with multi-entity, multi-bank account company
- Experience using Microsoft Office, with emphasis in Excel
- Experience working within an ERP system
- Experience working with 3<sup>rd</sup> party payment processor
- Strong math, typing, 10-key, computer skills
- Time management and organizational skills

- Knowledge of and use of good customer service skills
- Ability to work independently and to assume responsibility for completion of complex workload without close supervision
- Ability to multitask and switch easily between tasks without feeling overwhelmed
- Acceptable background information, including criminal history and credit check and ability to be bonded

**DESIRED QUALIFICATIONS:**

- Experience with procurement processes
- Experience with Yardi software and P2P is a plus

**COMPETENCIES:**

- Analytical/critical thinking abilities
- Ability to thrive processing high volume transactions
- Attention to detail, while also seeing the bigger picture
- High level of accuracy, efficiency, and accountability
- Multi-tasker
- Driven to improve processes
- Takes initiative and ownership
- Asks thoughtful questions
- Excellent communication, research, problem-solving and time management skills
- Ability to build relationships within Finance and across departments
- Strong work ethic

**CHAIN OF SUPERVISION:**

(1) TITLE OF IMMEDIATE SUPERVISOR: Controller

(2) TITLE(S) OF POSITIONS OVER WHICH THIS POSITION HAS DIRECT SUPERVISION: None

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**MACHINES AND EQUIPMENT USED IN WORK INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:**

Personal computer, telephone, photocopy machine, facsimile machine, and calculator.

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**WORKING CONDITIONS:**

Physical Demands: This position works in an office setting. In the office it is primarily sedentary physical work requiring the ability to lift a maximum of 20 pounds; occasional lifting, carrying, walking, and standing; frequent hand/eye coordination to operate personal computer and office equipment; vision for reading, recording, and interpreting information; speech communication and hearing to maintain communication with employees and residents.

Work Environment: Works in a clean, comfortable environment in the office.

Equipment Used: Frequently uses standard office equipment including personal computers, calculators, printers,

fax and copy machines.

BHP is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or any other status protected by law or regulation. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.