

POSITION ANNOUNCEMENT

ANTICIPATED ACCOUNTS PAYABLE/PURCHASING COORDINATOR

SUMMARY

The purpose of the Accounts Payable/Purchasing Coordinator position is to perform accounts payable and purchasing functions in a professional, confidential manner. The accounts payable/purchasing coordinator is responsible for purchasing items for the center by following accounting/purchasing policies, practices and procedures by State Law and the center. This position is also responsible for creating and liquidating all purchase orders, payment of all approved bills and expense reports, compiling and maintaining accounts payable records and assisting with audits of accounts payable.

DUTIES AND RESPONSIBILITIES

Accounts Payable:

- Review all purchase requisitions for proper approvals and account coding
- Review incoming mail and address/answer routine correspondence
- Review all invoices for appropriate documentation including matching purchase orders and packing slips as necessary
- Obtain W-9's from vendors and enter information into financial software accordingly
- Prepare and process all accounts payable checks
- Print accounts payable checks, mail/distribute checks accordingly
- Prepare positive-pay file and upload it to the financial institution website
- Act as liaison between center personnel and business office personnel for purchasing and payment matters
- Answer all vendor inquiries
- Review all vendor statements, monitor overdue invoices, resolve any discrepancies
- Periodically review list of encumbrances for outstanding items
- Maintain all accounts payable files in an organized fashion and readily accessible for various audits

Purchasing Coordinator:

- Act as liaison between the Center and vendors
- Purchase the highest quality merchandise at the lowest possible price as requested by center employees and approved by administration
- Enter requisitions into accounting software for goods and services as requested by staff and approved by administration
- Enter new vendor information into the accounting software
- Research vendor options and secure optimal pricing and quality of products and services requested from center staff
- Respond to inquiries from a variety of internal and external sources for the purpose of providing information, direction, and/or appropriate responses to receive information to make purchases for the center
- Review all open purchase orders and make follow-up contact with staff or vendors to determine the status of the purchase
- Ensure all purchases comply with PA School Code
- Ensure the accuracy of vendor specifics/file maintenance/account codes and verifies the availability of budget dollars for the purchase
- Distribute purchase orders to vendors
- Coordinate receiving of purchases with warehouse clerk
- Other duties as assigned

QUALIFICATIONS

- High School Diploma
- Post high school professional training or prior accounts payable/purchasing experience required
- Knowledge of general business principles and accounting processes
- Strong organizational skills, communication and planning skills, and technology skills required
- Ability to be flexible, self-directed and motivated
- Ability to balance multiple assignments and priorities
- Ability to perform job responsibilities with minimal supervision and ability to meet deadlines
- Current original certificates of clearance from the State Police, Child Abuse Registry, and PDE FBI Fingerprinting

POSITION TYPE: Full-time, 12-months

STARTING: Approximately Mid-June 2025

SALARY: Negotiable based on experience plus Medical/Dental/Vision/Life Disability Insurance; Retirement Plan, Paid Time Off

SEND RESUME, LETTER OF APPLICATION & CREDENTIALS TO:

Lebanon County Career and Technology Center
Tina Geyer, Business Administrator
tgeyer@lcctc.edu
833 Metro Drive
Lebanon, PA 17042

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