

 NewVac, LLC <small>An ADI Company</small>	 NewVac, LLC <small>NewVac (Cage Code 63127) and American Defense Interconnect (Cage Code 60118)</small> <small>An American Distributors LLC Company</small>	Prepared by Bill Green	Revision Date 3/2025
		Department Finance	Revision N/A
		Reports to Controller	FLSA Status Exempt
JOB DESCRIPTION			
ACCOUNTS PAYABLE COORDINATOR			

SUMMARY

The Accounts Payable Coordinator to be responsible for processing all invoices received for payment and for undertaking the payment of all creditors in an accurate, efficient, and timely manner.

This role will report to the site Controller.

ESSENTIAL JOB FUNCTIONS

- Process outgoing payments in compliance with financial policies and procedures.
- Perform day to day financial transactions, including verifying, classifying, and recording accounts payable data.
- Reconcile the accounts payable ledger to ensure that all bills and payments are accounted for and properly posted.
- Verify and investigate discrepancies, if any, by reconciling vendor accounts and monthly vendor statements
- Facilitate payment of invoices due by sending bill reminders and contacting clients

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to generate reports detailing accounts payables status.
- Understand expense accounts and cost centers.
- Understands compliance issues around accounts payable processes (sales tax, etc.)
- Proven ability to calculate, post and manage accounting figures and financial records.
- Hands-on experience with spreadsheets and proprietary software
- Proficiency in MS Office
- High degree of accuracy and attention to detail
- Proven working experience as Accounts Payable Clerk preferred.
- Proven A/P experience with Syteline preferred.

REMOTE WORK OPTION

None. This role is on-site only

SUPERVISORY RESPONSIBILITIES

None

PHYSICAL DEMANDS

- Combined sitting, standing, and walking throughout the day to accomplish tasks
- Occasional lifting up to 25 pounds
- Ability to use computer for extended periods of time

LANGUAGE SKILLS

Ability to read, write, speak and understand English

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Possible electrical hazards, possible fumes, airborne particles, odors, moveable mechanical parts, low to moderate noise level. The job location for this role is primarily in an office setting but exposure to temperature and noise fluctuations is possible.



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ENVIRONMENTAL POLICY

NewVac is dedicated to identifying and reducing the environmental impact of its operations, activities, and products. It is our commitment to comply with all applicable laws and other regulatory requirements concerning the environment. We are committed to preventing pollution and continually improving our environmental performance.

TRAVEL

Minimal

PAY RATE

Typical pay range for this role is \$21.00 - \$31.00 per hour based on experience and skill

ELIGIBILITY

NewVac LLC. is an Equal Opportunity Employer. To conform to U.S. Government regulations applicant must be a U.S. citizen, lawful permanent resident of the U.S., protected individual as defined by 8 U.S.C. 1324b(a)(3).

NewVac LLC. Uses E-Verify to confirm applicants' eligibility.



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I have read and understand the job description requirements and I am able to accomplish the essential duties and responsibilities.

Signature

Date

Print Name