

**For: Accounts Payable Coordinator - Events**  
**Location: Austin, TX**  
**Contact: mgreen@gigroup.com**

### **Position Description**

The Accounts Payable Coordinator will be responsible for maintaining all event related accounts payable including scanning vendor invoices, compiling data, classifying records, obtaining required approvals, and processing related payments. Responsibilities will include (but are not limited to):

- Liaise between accounting and event teams
- Match event invoices to specific events from Events Tracker
- Process accounts payable invoices in a timely and accurate manner
- Reconcile and allocate significant vendor invoices
- Maintain and track a cost accounting of each event
- Monthly reporting of actual event spending vs. budget
- Process travel reimbursements requests of external consultants
- Assist in month-end closing and expense accrual process
- Electronic storage of vendor invoices and distribution for internal approvals
- Interact and communicate with employees and vendors in a professional manner
- Coordinating new vendor creation
- Answer accounts payable and management inquiries
- Assist with corporate accounts payable when needed

### **Expected Background**

- Bachelor's degree in business related major
- Minimum of 2 years accounts payable experience
- Great Plains knowledge is a plus
- Strong MS Excel skills required
- Events/Hospitality background a plus
- Prior use of electronic scanning system is a plus
- Self starter, organized and detail-oriented
- Ability to multi-task, solve practical problems and interpret a variety of instructions