

**COBA**



*Since 1946*

1224 Alton Darby Creek Rd.  
Columbus, Ohio 43228-9792  
(614) 878-5333  
Fax: 614-870-2622

## **ACCOUNTS PAYABLE COORDINATOR**

Full time position in the accounting department of COBA/Select Sires.

### **Duties:**

- Review & process vendor invoices for payment utilizing Acumatica
- Obtain supervisor approval of invoices and expense reports
- Process employee Visa, cash and mileage reports
- Assign general ledger account numbers to purchases
- Maintain vendor/paid invoice files
- Record general journal entries
- Prepare 1099's for required reporting
- Provide support to Marketing Assistant with answering telephones

### **Qualifications:**

- Associate or Bachelor degree in accounting, finance or related field preferred or previous experience in an accounts payable position
- Experience and proficiency with MS Office products, particularly with Excel, Word and Outlook. Experience using Acumatica a plus.

### **Compensation & Benefits:**

Salary commensurate with experience. Full benefit package includes medical, dental, vision, life and disability insurance. 401K plan is provided after a waiting period.

### **Hours:**

Normal business hours are 8:00 am to 4:45 pm. This is a full time in-office position.

Please forward resume by August 10, 2022 to COBA/ Select Sires, Inc. 1224 Alton Darby Creek Rd, Columbus, OH 43228 or e-mail [kim@cobaselect.com](mailto:kim@cobaselect.com).