Ingram Marine Group is hiring for the Future!

**Accounts Payable Coordinator**

Accounts Payable is more than processing invoices. We operate in a fast-moving business environment, where flexibility and a willingness to take on new tasks and responsibilities keep things interesting! The AP department is a critical area of the business. When we excel, we have the ability to make significant savings for the company, as well as positively affect our reputation with vendors and other business partners. We hire team members who are meticulous and reliable with strong communication and interpersonal skills. These skills are must-haves for processing invoices, interacting with vendors, and coordinating with members of the Finance and Administration team and other departments.

Ingram Barge Company has an opening for an Accounts Payable Coordinator that will be based in our Nashville, TN office and report to the Accounts Payable Supervisor. Our ideal candidate will be self-motivated, have a passion and excitement for learning, and will take the initiative to finish any and all assigned tasks within deadlines. If you’d like to gain broad experience in AP and open up opportunities to grow your career as an accounting professional, the opportunity awaits you here!

**What you will be doing:**

- Manage assigned invoices/expense reports located in OnBase or PeopleSoft
- Process invoices/expense reports based on policies and procedures
- Resolve problems that prevent the processing of invoices/expense reports
- Respond to questions from vendors and Ingram associates related to invoicing problems
- Open mail, sort by coordinator and scan invoices into OnBase software for entry into PeopleSoft
- Assist team members in processing invoices/expense reports
- Other duties as assigned

**What we’re looking for:**

- Associate’s degree preferred
- Strong verbal and written communication skills
- Able to work in a team environment
- Able to multi-task
- Commitment to quality and accuracy
- Intermediate experience with Microsoft Excel and Word
- Prior experience with PeopleSoft preferred
- A/P Certification preferred

If you are interested in this position, please apply through HR Online on Ingram Web. If you have questions, contact Kelsey Wilburn at extension 7554.