



The Los Angeles Dodgers currently have a job opportunity for a **Coordinator, Accounts Payable**. Following you will find a brief description of the job and application process. For additional information, please contact [TalentRelations@ladodgers.com](mailto:TalentRelations@ladodgers.com).

**Title:** Coordinator, Accounts Payable  
**Department:** Finance & Accounting  
**Status:** Full-Time  
**Pay Rate:** \$23.00 - \$25.00/hour\*  
**Reports to:** Senior Manager, Accounts Payable  
**Posting Date:** November 14, 2024  
**Deadline:** November 18, 2024

*\*Compensation rates vary based on job-related factors, including experience, job skills, education, and training.*

The Coordinator, Accounts Payable is responsible for processing payments to vendors for professional services and supplies from the Los Angeles Dodgers and affiliated entities.

*Essential Duties/Responsibilities:*

- Review invoices for accuracy and required approvals
- Match invoices to goods/services received
- Prepare and process checks/EFT payments
- Create and submit positive pay file
- Generate and review reports to ensure invoices have been properly accounted for in Accounts Payable System
- Manage vendor set up (in conjunction with Purchasing Department)
- Respond to vendor inquiries
- Prepare and send Form 1099
- Audit travel and expense reports for compliance with company policy in connection with Concur
- Reconcile monthly travel approvals/corporate travel cards
- Perform other duties and responsibilities as assigned

*Basic Requirements/Qualifications:*

- High school diploma/GED or its equivalent
- Minimum (1) one year of experience in accounts payable
- Ability to perform multiple tasks in fast paced environment with attention to detail and a high level of accuracy
- Ability to maintain strict confidentiality concerning financial information
- Proficient in Microsoft Office, particularly Word and Excel
- Possess excellent communication, organizational and interpersonal skills
- Working knowledge of Microsoft Great Plains is a plus
- Working knowledge of Concur is a plus

**Current Los Angeles Dodgers employees should apply via the internal job board in UltiPro by following these prompts:**

*MENU > MYSELF > MY COMPANY > VIEW OPPORTUNITIES > select the position > CONSENT > APPLY NOW*

LOS ANGELES DODGERS LLC is firmly committed to providing equal opportunity for all qualified applicants from every race, creed, and background. The Organization is also firmly committed to complying with all applicable laws and governmental regulations at the state and local levels which prohibit discrimination.

LOS ANGELES DODGERS LLC considers all applicants without regard to national origin, race, color, religion, age, sex, sexual orientation, disability, military status, citizenship status, pregnancy or related medical conditions, marital status, ancestry-ethnicity, or any other characteristic protected by applicable state or federal civil rights law. The Immigration Reform and Control Act requires that the Organization obtain documentation from every individual who is employed, which verifies their identity and authorizes their right to work in the United States.

LOS ANGELES DODGERS LLC is committed to the full inclusion of all qualified individuals. As part of this commitment, LOS ANGELES DODGERS LLC will ensure that persons with disabilities are provided reasonable accommodations for the hiring process. If reasonable accommodation is needed, please contact [pops@ladodgers.com](mailto:pops@ladodgers.com).