Downloaded from <https://www.velvetjobs.com/job-descriptions/account-payable-clerk>

# Example of Account Payable Clerk Job Description

Our growing company is looking to fill the role of account payable clerk. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for account payable clerk

* Record receipts in SAP
* Additional duties as requested by or for Accounting Manager and/or CFO
* Assist with other accounts payable clerical duties as needed
* Interact with site managers and vendors in-person and on the telephone
* Research problems and provide consistent follow-up
* Working with account support representatives to address customer billing issues (credit memos, account balance issues, etc)
* Managing company cards – Order new cards, monitor individual and company credit limits
* Preparing month-end journal entry based on credit card statement
* Recording check receipts and deposit at the bank
* Recording month-end accrual entries to account for checks written from the “licensing” checkbooks

## Qualifications for account payable clerk

* Minimum of 1 year account payable working experience
* 2+ years of related Account Payable experience
* Experience using accounting and financial management software
* Selects invoices for payment based on office policy
* Codes invoices to correct cost centers by analyzing invoice/expense reports
* Pays vendors by monitoring discount opportunities