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# Example of Account Payable Clerk Job Description

Our company is growing rapidly and is hiring for an account payable clerk. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for account payable clerk

* Preferred experience with Microsoft Office Teams and Outlook specificall
* Assist with resolving accounting issues highlighted by daily reports (INB, BNP, Buckets, and queries)
* Use Vendor Statements to ensure all invoices have been received & passed and ensure good communication with EI Accounts team
* Monitor LHR-Purchase invoices mailbox
* AJAX Report – LHR Branch (all depts)
* AP issue resolution/customer service for assigned communities
* Verify, reconcile, and enter invoices into system
* Verify vendor statements to accounting system
* Assist accounting department with various clerical duties as needed
* Assign GL coding to invoices

## Qualifications for account payable clerk

* Self-motivated, professional, ability to multitask, and work well under pressure
* 2+ years Accounting and payroll experience preferred
* Knowledge of basic account concepts, practices, and procedures
* High school diploma required, Associate or Bachelor's Degree in account preferred
* 2 years minimum experience in accounting or related field in finance
* MUST HAVE experience with Great Plains software system