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# Example of Account Payable Specialist Job Description

Our growing company is looking for an account payable specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for account payable specialist

* Timely resolution of Invoices which have a price and quantity deviations and follow-ups including debit balances and supplier reconciliations
* Professionally and timely responds to internal and external inquiries
* Supports Customer Service stream by bringing open tickets to a resolution when on spot resolution was not possible
* Supports the trainings and knowledge base of the R2P team by sharing best practices within the team and supporting wider Novartis internal stakeholder community (BPAs, PO owners, Cost Center owners and entity management) in timely resolving escalated disputes
* Performs account reconciliation and Month End processes
* Supports Continuous Improvement and Harmonization of transitioned activities with aim on best practices and efficiency increase
* Handle PO, GRN & invoices to ensure 3 ways matching and process keyed in invoices in SAP for all warehouse locations
* Reconcile goods receipt interfaced with SAP, monitor GR/IR account balances by monthly basis
* Prepare weekly forecast for pay out and prepare payment request and get approval
* AP trade monitoring report at the reporting date

## Qualifications for account payable specialist

* Minimum 3 year's experience in AP
* Working knowledge of Oracle Procurement System
* Serve as backup to Procurement Assistant
* Maintain PO and Contract Files
* Interact with Vendors, Supplier and Buyers to resolve any issues
* Offer contingent upon results of a background check and drug screening