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# Example of Account Payable Specialist Job Description

Our innovative and growing company is searching for experienced candidates for the position of account payable specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for account payable specialist

* Assistance with development, maintenance and documentation of policies and procedures related to Procure to Pays process
* Ensure all postings are in accordance with PRC accounting policy and Group guidelines
* Perform invoice verification, check and approve employee claims and PV applications
* Deal with employee cash advance, collection and deduction
* Collect vendor fapiaos from business teams and send to accounting partners
* Liaise with vendors if incorrect fapiaos are issued
* Responsible to maintain file for all fapiaos collected and pending collection
* Verify China employees claims for fapiaos and send to accounting partners
* Monthly input VAT verification - verification of data in Workday Financial
* Coordinate chopping of documents with Legal team

## Qualifications for account payable specialist

* Proven previous experience in accounting Ukranian and English and other EU language
* R2P / P2P processes and system solutions
* Polish and English and other EU language
* Spanish and English must and other EU language preferable
* Exposure in the Asset Management and Property Fund businesses will be a plus
* Ability to assess when an issue must be escalated to Management