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# Example of Account Payable Job Description

Our innovative and growing company is looking to fill the role of account payable. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for account payable

* Requesting receipt adjustments and PO changes, when necessary, to complete reconciliation process
* Interacting with Distribution Centers, Purchasing and Direct Receiving Groups, Buying Office and Vendor to resolve disputes found during the reconciliation process
* Intercompany invoices and intercompany netting and settlement
* Opportunity to cover for General Ledger, Account Receivable and Fixed Asset as they have a big team
* Sets priorities for staff to ensure task completion
* Processes invoices and reconciles accounts for multiple business units
* Researches and trouble shoots invoice and vendor questions or issues
* Acts as a resource for staff regarding policies and procedures
* Work with other departments to ensure accurate and timely processing of payables
* Responsible for coaching and counseling employees to perform work to the high standards expected within the department

## Qualifications for account payable

* Computer knowledge and experience required
* Bachelor in Accounting or Finance or related degree
* Minimum 5 - 6 years working experience in the same field
* Experience in retail industry would be an added advantage
* Organized with attention to detail, ability to multi task, likes challenges and to coach & guide peers in the region
* Strong Excel and computer-related skills