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# Example of Account Payable Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of account payable. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for account payable

* Adjust/pay appropriate sales tax on purchase orders
* Assist operations team in processing expedited vendor payments
* Assist in resolving/processing reconciled invoices
* Oversee the deliveries of a small remote team
* Work to AP targets, monitor performance through AP KPIs review, identify trends and initiates change to improve performance where needed
* Deal with escalations
* Ensure that AP policies are adhered to 100% and that they comply with internal control guidelines and external requirements
* Have the drive to take initiative to improve processes
* Have great attention to detail and accuracy
* Have problem identification and solving skills

## Qualifications for account payable

* Data entry speed 12,000 kph minimum with 98% accuracy with a demonstrated ability to complete work in a neat, timely and accurate manner
* Extensive computer skills (Intermediate MS Word and Excel skills)
* Bachelor’s Degree in a related field (8 additional years of experience beyond the required years may be substituted in lieu of degree)
* Five years of accounting and / or finance related experience, inclusive of 1-2 years of experience in a supervisory capacity
* Strong experience in vendor account reconciliations
* Skill in data entry 10-key by touch