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# Example of Accounts Administrator Job Description

Our innovative and growing company is looking for an accounts administrator. 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 accounts administrator

* Affidavits per company policy
* Check requests per company policy
* Auto-pays – insuring that the corporate accounts payable department has the correct terms and amounts
* Complete and send all vendor update forms to the corporate accounts payable office
* Process credit applications for new accounts
* Assist subcontractors and vendors with billing and payment information
* Conduct all correspondence with vendors and subcontractors concerning invoicing and payments
* Review subcontractor statements for past due invoices, issues
* Maintain the authorized to charge list and periodically sending updated lists to all vendors who require
* Help receptionist with phones per schedule

## Qualifications for accounts administrator

* Support relevant regions in the data processing of purchase invoice and expense documentation in a timely manner
* Ensure required Finance Internal Control checks and ensure that delegated authorities are adhered to for all relevant Regional Offices
* Assist with the data inputting for the Fixed Asset Register, ensuring that it is maintained accurately and in a timely manner for any additions, transfers and disposals
* Assist with financial queries/investigations as required
* This role requires experience in accounts payable or general finance administration
* Knowledge and experience of matching and preparing Purchase invoices for payment