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# Example of Accounts Administrator Job Description

Our company is searching for experienced candidates for the position of accounts administrator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for accounts administrator

* Assessing unallocated cash and cascading queries
* Update Ledger Balances
* And additional reports when required
* Administration of all incoming invoices, both by post and email
* Provide support to accounts payable account representatives
* Ensure efficient circulation of invoices throughout the organisation
* Ensure scanning and archiving is completed in a timely manner
* Perform related ad-hoc admin duties as required
* Participate in the daily operations and accounting responsibilities of Accounts Payable US and Canadian entities
* Address Bank notices as received

## Qualifications for accounts administrator

* Good understanding of the internal processes used in Accounts payable
* Processing changes of expenses to accounts and cost centers by analyzing invoice/expense reports
* Minimum three (3) years of Accounts Payable experience
* Must be have intermediate to senior level proficiency with SAP ERP software accounting functions
* Secondary education in Accounting or related field preferred
* Must have accounts payable experience, preferably with a homebuilder