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# Example of Accounts Lead Job Description

Our company is searching for experienced candidates for the position of accounts lead. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for accounts lead

* Assists with the development of an effective organization through the training and motivation of all subordinate personnel
* Review all documents received in Accounts Payable has the necessary manager approval and proper documentation
* Resolve invoice and amount discrepancies by researching purchase orders, receiving documents, and other related documentation
* Match checks to invoices for weekly check runs
* Verify General Ledger account codes
* Key invoices into ERP System, setting pay date to take advantage of all discounts
* Maintains vendor files and assists in production of 1099 forms
* Manage Accounts Payable aging and ensure proper steps are taken to address aged payables
* Coordinate bi-weekly check runs
* Manage vendor relationships through prompt payment, reconciled account activity and excellent customer service

## Qualifications for accounts lead

* Associate's Degree preferred, but 3 to 5 years' experience in accounting practices may be substituted
* Travel not required at this time
* Establish and maintain excellent relationships with internal business partners with tact and diplomacy
* Assist the Accounts Payable Manager with strategic team decisions and priorities
* Provide supporting documentation for ad hoc request by internal and external auditors in a timely manner
* Must have Timberline/Sage experience!