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# Example of Accounts Payable Accountant Job Description

Our company is growing rapidly and is looking to fill the role of accounts payable accountant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for accounts payable accountant

* Researching of financial statement amounts/variances and providing of support as requested by the Accounting Manager
* Credit Card Fee Reconciliations
* Conduct month-end reconciliations required for the monthly close cycle
* Able to review accuracy of data and suggest adjustments that are needed
* Processing Corporate Office Check and ACH payment requests
* Charging expenses to accounts and cost centers by analyzing invoice/expense reports
* Verifying vendor accounts by reconciling monthly statements and related transactions
* 1099 maintenance and annual filing
* Sorting and distributing incoming mail
* Obtaining and maintaining required vendor profile information

## Qualifications for accounts payable accountant

* Comprehensive knowledge of all Microsoft Office applications, including Word, Excel, Access and PowerPoint, (Vlookups and Pivot Tables
* Accounting experience preferred (recent graduate up to two years)
* Knowledge of Microsoft packages (Advanced Excel skills a plus)
* Strong written and verbal communication skills, professional interpersonal skills
* Detail-oriented, extremely organized and thorough in work, with the ability to work well under pressure
* Team player that is highly motivated