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# Example of Accounts Payable Accountant Job Description

Our company is looking for an 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

* Coordinate with vendors to compare subsidiary record vs
* Preparing timely and insightful analysis of financial balances and results to determine accuracy and compliance with GAAP and the company's accounting policy
* Understanding financial systems and data elements
* Preparing management reporting and analytical tools
* Preparing or reviewing account reconciliations
* Monitoring compliance of processes, transactions, and balances with accounting and finance policies
* Participating in system developments, including testing
* Implementing specific action plans and processes
* Research and resolve aging payables
* Follow-up of invoice approvals and liasing with Managers to clarify any discrepancies

## Qualifications for accounts payable accountant

* Self-motivated and able to work independently, in teams, and cross functionally
* NetSuite or comparable accounting software experience is a plus
* Affinity with High Tech / Software Industry is a plus
* Preferably have a third level degree
* Good knowledge of MS Office (particularly in Excel),knowledge SAP will be an advantage
* Associates degree in Accounting, a bachelors degree is highly regarded