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# Example of Accounts Payable Administrator Job Description

Our company is growing rapidly and is hiring for an accounts payable administrator. 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 administrator

* Match, verify, code and process inventory and expense invoices
* Reconcile and resolve disputes and variances with suppliers
* Prepare monthly AP accruals
* Collaborate with purchasing and receiving to reconcile and resolve unvouchered receiving items
* Research, match and process freight & duty invoices
* Answer vendor / employee questions regarding AP
* Manage, reconcile and process employee Purchasing Card statements
* Receive, verify, and process cash, cheques, or online payments from customers and employees
* Prepare the international payment documents and submit them to the bank
* Maintain documents pertaining to Sarbanes Oxley requirements and insure proper control procedures are in place for all legislative and regulatory requirements data protection, money laundering and health and safety

## Qualifications for accounts payable administrator

* Preparation of various journal entries for mobile phones, dental insurance costs
* Operate effective clerical procedures, including filing
* Accounts Payable Processing - Process vendor invoices
* General Ledger- Reconcile accounts payable general leger balances
* This is a part-time position averaging 20 hours per week
* Process supplier invoices in accordance with established company policies and procedures