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# Example of Accounts Payable Administrator Job Description

Our innovative and growing company is looking to fill the role of accounts payable administrator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for accounts payable administrator

* Verifying all scanned documents to be processed sent by locations into SAP
* Interact and communicate with internal/external customers to provide excellent customer service
* Research and resolve supplier discrepancies and disputes as needed
* Setup customers into AP database for payment processing readiness according to established metrics and SLAs
* Verify customer W9 information in IRS TIN Verification Portal
* Ensure integrity of 1099 vendor information by providing information to internal / external customers related to supplier setup requirements
* Research and resolve all discrepancies regarding invalid taxpayer identification numbers in order to be in full compliance with IRS regulations
* Provide daily KPIs related to supplier setup and maintenance updates to Finance management team
* Responsible for 1099 information reporting end to end
* Liaison between AP and Business on 1099 related communications on reporting deadlines

## Qualifications for accounts payable administrator

* Support multiple internal and external audits, as necessary
* 3+ years relevant experience in a similar position- preferably within a multinational background
* Proficient user of Microsoft Office applications (including Excel, Word)
* Working with ERP systems, Specifically Maconomy
* General Qualification in Bookkeeping (Diploma)
* Display the required level of honesty and integrity