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# Example of Accounts Payable Administrator Job Description

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

## Responsibilities for accounts payable administrator

* Responsible for ongoing review of database for updates, corrections, clean up efforts
* Work directly with management on working capital initiatives
* Assigned as needed to support projects related to creation / update to supplier records
* Administer 1099 / TIN verification software
* Research and report to Finance management on any IRS changes related to Accounts Payable
* Ensure the accurate payment of all accounts payable, including employee expenses, rents and superannuation
* Check accounts payable statements
* Liaise with both suppliers and office accounting contacts
* Process credit application and setting up of new vendors
* Complete monthly reconciliation with General Ledger

## Qualifications for accounts payable administrator

* Organised individual with excellent attention to detail
* Organised, systematic
* Previous experience in a Lead or Supervisory position preferred or a minimum of 5 years current full cycle accounts payable experience in a high volume operation as a processor
* 10 key by touch (preferably 12,000 keystrokes) with proven accuracy
* Individual must be self starter and require minimal supervision
* Stay up to date with IRS regulation changes related to W9, W8, and 1099 reporting