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# Example of Accounts Payable Administrator Job Description

Our growing company is looking to fill the role of 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

* Prepare annual 1099-MISC forms and 1096 for appropriate vendors
* Processing of accounts payable Invoices
* Checking accounts payable statements
* Liaising with both suppliers and office accounting contacts
* Credit application processing and setting up of new vendors
* Match, verify and enter payables invoices in NetSuite and/or Visual ERP systems
* Processing of Intercompany invoices/credit memos
* Processing of customer refunds
* Scan and file paid invoices
* Prepare data for vendor payments

## Qualifications for accounts payable administrator

* 3 years experience working in Shared Services Center required
* Previous accounts payable experience is a must
* Exhibits working proficiency with Microsoft Word and Excel
* Proficiency in relevant Microsoft office programs including Word and Excel
* Two years relevant administrative support or applicable experience in a fast-paced, data-driven environment
* Be familiar with or have the desire to become familiar with lease and contract language as it applies to parking and transportation