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# Example of Accounts Payable Analyst Job Description

Our growing company is looking to fill the role of accounts payable analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for accounts payable analyst

* Wage Garnishments and levies – Individual will be required to research in SAP and respond to Government agencies
* Analyze and report on the Company’s US and Canada Accounts Payable related transactions, including the preparation and analysis of department metrics
* Perform account reconciliations and balance sheet reviews, support internal/external business partners with various reporting and analyses
* Identify opportunities to enhance department processes, reporting and analysis and will participate in special projects as assigned
* Lead the supplier enablement activities associated with the Ariba application
* Oversee vendor maintenance activities and the evolution of the vendor master database, including compliance with laws and regulations
* Participate in quarterly/annual regulatory filings and Sarbanes-Oxley key control reviews
* Develop strong working relationships with both internal and external business partners
* Effectively collaborate and communicate with colleagues, employees and other stakeholders
* Respond timely and accurately to financial/operational questions or concerns from internal/external business partners

## Qualifications for accounts payable analyst

* Assist in testing systems upgrades
* Evaluate and develop existing systems and processes to ensure accurate, timely and value added reporting
* Implement new systems and processes
* Part qualified accountant is desirable
* Investigate, research and resolve issues pertaining to accounts payable charges, disbursements discounts and refunds
* Assist with staff training, development, and the resolution of escalated issues/inquiries