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# Example of Accounts Payable Analyst Job Description

Our innovative and growing company is looking to fill the role of accounts payable analyst. 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 analyst

* Reconcile statements accurately
* Unresolved issues need to be researched
* If all requirements are met, Aged payables and ONBASE open documents should be current
* Account Reconciliation’s should be completed by the 5th of each month
* Accounts should be analyzed and issues resolved in a timely manner
* Drop shipments should be done daily, with special attention given to the last day of the month
* Employee should strive to develop good working relationships with vendors and internal customers
* Regular attendance is an essential function of the Accounts Payable Analyst position
* Checks and approves vouchers for payment
* Analyzes vendor accounts and reconciles with vendor statements

## Qualifications for accounts payable analyst

* English and German, fluent both written and verbal
* B.Com/M.com graduate with 3 - 5 years of relevant experience in Accounts Payable
* Proficiency in desktop applications and financial systems and ERP general ledger
* BA or BS Degree with strong accounting skills and 4+ years experience required
* Oracle Accounts Payable experience strongly preferred
* Strong problem solving skills and ability to identify the issue and propose a solution