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# Example of Accounts Payable Associate Job Description

Our innovative and growing company is looking for an accounts payable associate. 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 associate

* Maintenance and update of vendor list, ensuring that all necessary information and documentation is provided including W9 forms and 1099 reporting detail
* Review of, distribution and tracking of all invoices and payment requests
* Review of submitted invoices received from multiple offices and entities for accuracy, approval by appropriate signatories, and adherence to established guidelines
* Analysis of all invoice and expense submissions, calculating requirements for sales tax accrual and 1099 reporting, and ensuring accurate G/L expense coding
* Generation of periodic payment runs and coordination of approval from authorized signatories
* Preparation of both online and manual wire payments and coordination of execution by authorized signatories
* Audit of employee expense reimbursement submissions for policy compliance
* Processing multi-currency supplier invoices via an OCR workflow system in to PeopleSoft
* Flag queries including invoices that do not conform to company policy or guidelines back to the operational business units
* Review request for payment (invoices, check requests, employee payment requests, ) to verify accuracy and validity

## Qualifications for accounts payable associate

* Knowledge of item processing
* Entering invoices on a spreadsheet
* Paying vendors and employee expenses
* Maintaining electronic vendor files
* Entering new vendors into accounting system
* Assign proper coding to all invoices to prepare them for processing