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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

* Print and prepare for mailing the checks
* Research and resolve any problems or questions that arise concerning the payment of A/P transactions
* Monitor and check employee expense claims, ensuring all claims adhere to the Company’s Travel and Entertainment Policy
* Deal with supplier, self-employed freelancer and employee queries with regards to unpaid invoices/expense claims, disputed invoices/expense claims, payment cycles
* Collaborate with Purchasing and Receiving teams internal business users to resolve invoice holds on a timely basis
* Comply with Sarbanes Oxley Sec
* Issuance of checks
* Handling/resolving discrepancies
* Hand billing for both US and/or UK
* Process checks and ACH payments in the back office General Ledger system

## Qualifications for accounts payable associate

* 1 year automated Accounts Payable experience preferred
* BA or BS in Business Administration, Accounting or related field
* Strong knowledge of Microsoft Excel including VBA required
* Technologically savvy with the ability pick up many different platforms
* Basic understanding of how a purchasing/payables system works
* Ability to comprehend purpose of task, and anticipate next steps within the big picture