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# Example of Accounts Payable Clerk Job Description

Our innovative and growing company is hiring for an accounts payable clerk. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for accounts payable clerk

* Understand and apply basic accounting principles relating to accounts payable
* Input Purchase Order invoices daily
* Input manual invoices daily
* Input foreign invoices on CAS daily
* Initiate documents for electronic payments (Wire, ACH)
* Invoices & Payment Scanning
* Filing Vendor Payments
* Maintain DocRec Organized and updates
* Liaise with other departments/customers/vendors
* File, organize and maintain files either electronic or hard copy

## Qualifications for accounts payable clerk

* Good accounts payable system/computer skills (Oracle preferred)
* Must be self-motivated, highly organized and able to function in a team environment
* Proficient in Microsoft Excel and Access a plus
* A good knowledge & understanding of the Accounts Payable function
* You will have experience of processing and payment of invoices in multiple currencies and raising of debit notes
* Our ideal candidate is dependable and an effective communicator