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# Example of Accounts Payable / Receivable Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of accounts payable / receivable. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for accounts payable / receivable

* Assists month end closing when needed
* Proper record retention pursuant to Corp Record Retention Policy
* Follow procedures as prescribed by supervisor
* AP and AR G/L account reconciliations and analysis
* Data entry, posting payments and posting transactions to G/L
* Correcting invoices and G/L entries when necessary
* Reviews and evaluates computer hardware and software to determine its usefulness and appropriateness as related to existing or proposed administrative systems
* Post adjusting entries and miscellaneous cash receipts/credits
* Research and resolve misapplied payments and reconcile credit balance accounts
* Handle incoming customer contact regarding payment inquiries

## Qualifications for accounts payable / receivable

* 5 + years of experience in accounts receivable, credit and collections
* Ability to maintain composure when customers are unhappy and are expressing their frustrations
* Successful in establishing positive working relationships with team members and others within the organization
* Associates degree in business, accounting or finance \*\*\*directly related working knowledge can be substituted for education
* Peachtree/Sage 50 experience desired
* Handle assigned monthly duties