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# Example of Accounts Payable Representative Job Description

Our innovative and growing company is looking for an accounts payable representative. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for accounts payable representative

* Respond professionally to supplier and internal queries and resolve issues in a consistently timely manner
* Escalate any unresolved issues to supervisors as directed
* Perform payables exception and monitoring activities as directed in a consistently timely manner
* Process invoices and handle exceptions for a distinct country group according to the defined procedures and accounting principles and legislation
* Review accounting documents to identify unusual or overdue items and select the correct procedure to verify or adjust discrepancies or errors
* Produce routine reports, schedules, and summaries for management
* Meet dashboard metrics related to Invoice Processing
* Assist and participate in continuous improvement initiatives
* Proactively suggest ideas to automate processes
* Open and date stamp incoming mail to process vendor payments/expense reports

## Qualifications for accounts payable representative

* Strong interpersonal skills necessary to serve the needs of various brand and corporate stakeholders and maintain effective working relationships at various levels of management
* Ability to comprehend, analyze, and interpret financial journals, documents, reports, and instructions
* Ability to take direction and work independently and as part of the team to achieve stated goals
* Ability to learn new tasks and apply knowledge rapidly
* Fluent Polish spoken and written required
* Knowledge of invoice processing