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# Example of Accounts Payable Representative Job Description

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

## Responsibilities for accounts payable representative

* Scan check copies and invoices then save into the shared drive
* Reconcile vendor statements with vendor balances in accounting software
* Ensure employees are adhering to Achieve Beyond¡¦s Reimbursement policy by reviewing credit cards and expense reports
* Accurately process assigned supplier billings using company guidelines and timeframes
* Execute all required billings for the month to meet company financial deadlines
* Collate and organize billing packets appropriately so that documents are supplied to suppliers
* Monitor assigned billing programs for timely receipt of billing files and documentation
* Coordinate with other internal departments regarding needed billings and documentation requirements
* Coordinates daily checklist items, including MCB update and reports, margin extracts and reports and a variety of Sales and Purchasing reports
* Serves as point person for vendors and brokers for requests for backup or repayment of deductions

## Qualifications for accounts payable representative

* High school graduate or equivalent or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform duties
* Minimum 3 years customer service or accounts payable experience
* Coordinate electronic payments
* Communicates ongoing status of deduction disputes to vendors, brokers and other involved parties as research progresses
* Researches repayment requests and determines whether repayment is required
* Researches backup requests and provides necessary documentation for the deduction