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# Example of Accounts Payable Senior Job Description

Our innovative and growing company is looking to fill the role of accounts payable senior. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for accounts payable senior

* Generate reporting from AP module
* Participate in daily interface with all company personnel including upper management
* Maintain and improve AP and T&E processing cycle times and P-Card maintenance timing
* Daily productivity reports and KPI’s (invoices reconciled, invoices paid)
* Monthly DPO calculations by category to identify trends
* Weekly cash payment forecasting
* Weekly RBNI (Inventory Received but not Invoiced) analysis, aging reports analysis
* Daily early discounts reports
* Weekly financial forecasting (write-offs)
* Managing Help Tickets amongst the team

## Qualifications for accounts payable senior

* Managing weekly drop ship tracker and report
* Daily payment run
* Booking ad hoc journal entries
* Collecting statements from high-volume vendors
* Connecting with Supply Chain/Buying counterparts within various categories to identify, investigate, and resolve pain points and credit holds
* Actively involved and collaborate on reporting solution, reconciliations and testing issues/resolutions with colleagues across all of the shared service centers