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# Example of Accounts Payable Senior Job Description

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

## Responsibilities for accounts payable senior

* Customer service attitude and good oral/written communication skills
* Audit expense reports for company compliance
* Responsible for new supplier set up and supplier maintenance
* Investigate and resolve any supplier invoice discrepancies
* Review of proper GL coding of invoices and expenses, documentation, and approvals
* Support with ACH, check, and manual payment runs
* 3-way matching and non-PO reconciliations
* GL Coding
* Prepare and issue 1099 vendor forms
* Work with business units and vendors to transition to electronic payment methods

## Qualifications for accounts payable senior

* College degree with a focus in accounting is preferred
* Must have computer skills and dexterity required for data entry and retrieval of required job
* Ability to travel throughout and between facility locations
* Ability to work various hours, such as nights, weekends
* 1099 processing experience and knowledge of IRS regulations is a plus
* Experience in an AS/400 environment is preferred but not required