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# Example of Accounts Payable Specialist Job Description

Our company is growing rapidly and is looking for an accounts payable specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for accounts payable specialist

* Ensuring that all payment requests comply with company policies and procedures and meet our internal control requirements
* Participating in the check run process, , matching, auditing, and distribution of checks and filing on a regular basis
* Preparing documents for off-site imaging
* Providing back-up and support for others in the department as necessary
* Being proactive and identifying areas of opportunity, and making recommendations to management in regards to improving customer service and streamlining the process
* Develop strong relationships with both internal and external customers
* Ensure purchase order process is being followed throughout the organization
* Ensure Approval Authority Matrix is being followed
* Assist with preparing weekly metrics for the procure to pay cycle
* Answer any vendor queries

## Qualifications for accounts payable specialist

* Knowledge of Accounts Payable/General Ledger Systems and procedures
* 3+ years' experience in an AP role
* Ability to interact/liaise with employees vendors in a professional manner
* Must have experience in End to End AP activities (Invoice Processing, Supplier Maintenance, Query resolution, AP closing activities )
* Must be detail oriented and accurate in processing
* Experience with Invoices