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# Example of Accounts Payable Specialist Job Description

Our innovative and growing company is looking for an accounts payable specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for accounts payable specialist

* Maintain necessary records for construction accounts payable
* Correspond with general contractors, subcontractors, and other vendors regarding invoicing and payment inquiries
* Process, batch, code and input invoices regularly into our project and cost management system and ensure appropriate back up is maintained
* Ensure prior balances are accurate and all progress billings are paid timely
* Attach pay applications with all back up and submit for various required approval signatures prior to submission for check processing
* Obtain W-9s for new vendors
* Code pay applications to internal project cost accounts
* Research any vendor or project manager questions regarding payment status
* Reconcile payables and accruals
* Work on special projects as assigned by the Controller

## Qualifications for accounts payable specialist

* A minimum of three (3) years of experience in the accounts payable field required
* Associate degree in the field of accounting or finance or equivalent work experience
* Ability to perform with a degree of initiative and creativity, strong organizational and problem solving skills, team player, self-motivated, and ability to work independently
* Ability to make decisions which may have financial impact on the company
* Ability to adhere to Lands’ End Attendance program
* Familiar with processing invoices with multiple currencies