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# Example of Accounts Payable Support Job Description

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

## Responsibilities for accounts payable support

* Verify the accuracy of the data that was captured and interpreted by the ReadSoft software
* Follow up with Vendor Master to create new vendors or changing vendor addresses as required when master data is found to require modification
* The AP Administrative Support position is within the Finance Department
* This position focuses on the delivery of administrative services to the processes within AP
* This position requires some knowledge of invoice processing and payables
* This position requires a high level of organization and you must be detail oriented
* Communication skills with internal department members, external vendors and business units within the company
* Conduct regular assessment of BPO helpdesk tickets and AP exceptions to derive root causes
* Managing the supplier relationship by providing high quality and professional advice in response to internal and external queries, face to face, via telephone or by e-mail/written correspondence
* Ensure that aged debt is kept to a minimum and outstanding actions are followed up in a timely manner

## Qualifications for accounts payable support

* Purchase ledger processing within a computerised accounting package
* Strong computer systems / systems architecture knowledge, advanced reporting capabilities
* Develop and maintain working relationships to understand payment requirements and any anomalies
* Regularly reconcile supplier statements to aid account management
* Ad hoc tasks as required by line manager
* A minimum of a Bachelor’s degree with 1 year business experience