Downloaded from <https://www.velvetjobs.com/job-descriptions/accounts-payable-support>

# Example of Accounts Payable Support Job Description

Our innovative and growing company is searching for experienced candidates for the position of accounts payable support. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for accounts payable support

* Review current processes of AP helpdesk – Cherwell ticket management and develop tools and systems that would foster efficient ways of working
* Understands whole mailbox management process and serve as back up, when required
* Performs second level support – invoice posting, issue investigation and resolution
* Verifying the data that was not able to be captured and interpreted by the ReadSoft software
* Following up with Vendor Master to create new vendors or changing vendor addresses as required when master data is found to require modification
* Process pre-coded invoices, including those with and without a purchase order
* Support the administration of V-card program and monitoring V-card accounts and payments
* Support continued process enhancements, B-notices and ongoing TIN checks when LEC's happen
* Support unclaimed Property Filings, mailing checks and documentation to states
* S2S Portal Management for M&A service request

## Qualifications for accounts payable support

* Facilitative leadership skills and project management skills
* Bachelor’s Degree in Accountancy or equivalent
* Knowledgeable in Readsoft
* University degree in Finance, Economics or comparable
* Or work experience in Finance or Accounting
* Good German and/or French skills preferred