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# Example of Accounts Payable Support Job Description

Our innovative and growing company is looking for an accounts payable support. 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 support

* Review, verify and post invoices
* Investigate and resolve invoice discrepancies or issues that arise
* Complete all tasks in accordance with business policy and procedures
* Ensure timely invoice approval
* Active part of test and implementation of new tools and software’s
* Support AP Accountant to maintain accurate bookkeeping
* Generating payment runs for local and international suppliers
* Review all invoices/check requests for appropriate documentation and approval prior to payment
* Prepare and process end of year 1099s
* File, scan and index all paid invoices

## Qualifications for accounts payable support

* Bachelor degree and/or certificate in administration, accounting, finance or equivalent
* Fluency in English language – Spoken and written
* Knowledge on Purchase to Payment processes
* Willingness to work in an international environment
* Positive attitude to work as a business service partner
* Should have ability to handled P2P Cycle