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# Example of Accounts Payable Job Description

Our company is hiring for an accounts payable. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for accounts payable

* Direct entering invoices with no PO's and coding the invoices
* High volume supplier statement reconciliations
* Build solid relationships with all parties for accounts assigned to you
* Assist with any reports that need to be produced, especially for Month End and Year End
* Work with suppliers and account Manager to ensure PO's are raised for all orders
* Ensuring all supplier statements kept and checked for any invoices which are more than 30 days old
* Detailed coding and entering of 500 - 600 invoices a month
* Assist with month end close and AP accruals
* Communication and follow up, both internally and externally
* Ensure price and quantities of supplier’s invoice, supplier’s packing slip, Deco purchase order, Deco requisition agree and obtain approvals from appropriate people , have their initials for each transaction

## Qualifications for accounts payable

* Experience using Great Plains would be beneficial
* Experience of working in high volume deadline driven environments
* Experience of Oracle is a distinct advantage
* Have at least 2 years relevant AP experience
* Be hard working and enthusiastic
* Be able to work to own initiative and display common sense