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# Example of Accounts Payable Job Description

Our company is looking for an accounts payable. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for accounts payable

* Maximizes return, and limits risk, on cash by minimizing bank balances
* Prepares budgets by establishing schedules
* Receive and Verify Invoices
* Process and Reconcile Credit Card Payments and complete bank reconciliations
* Update daily cash flows forecasts
* Maintain accurate creditors ledger for cash flow forecasts
* Processing a high volume of supplier invoices accurately and promptly
* Completing all weekly and monthly payment runs in a timely and accurate manner
* Dealing with remittances
* Sorts, Three-way match, codes and obtains approvals for payment of overnight shipping bills

## Qualifications for accounts payable

* Part Qualified ACA, ACCA, CIMA or equivenlant
* Experience using Navision would be preferred but not essential
* Ensure overall guest satisfactio
* Runs weekly check registers, prepares and registers routing checks for signature, and sorts and mails signed checks
* Matches invoices and checks against check run to ensure accuracy
* Sorts all paid invoices and files by batch number