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# Example of Accounts Payable Job Description

Our company is growing rapidly and is looking for an accounts payable. 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

* Maintains files by posting all unpaid and paid disbursement document (invoices, check request)
* Organizes all reports in date numerical order in binder for month end closing, and compiles/stores all files at year end
* Responds to vendor queries concerning payments of invoices
* Identifies and seeks reimbursement for all personal employee’s shipments
* Audits A/P invoices biannually to ensure no duplicate payments were made
* Assists with company inventory biannually
* Compiles documentation for audit review
* Keep track of credits owed to the company and ensure all credits are properly applied to vendor payments
* Flexible hours including ability to work over-time and weekends when needed
* List of month-end accruals

## Qualifications for accounts payable

* Reconcile payable reports each month to confirm that all amounts paid were accurate
* Assist on month-end closing (reconcile A/P and run A/P related reports)
* Maintain A/P workload to the minimum
* Build a good relationship with vendors
* Prepare and send out 1099’s on a timely manner
* Ensuring that all vendor invoices and statements received are correctly and appropriately administered in a timely manner and in accordance with departmental procedures