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# Example of Accounts Specialist Job Description

Our company is searching for experienced candidates for the position of accounts specialist. 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 specialist

* Request completed W9 and NDA forms from vendors
* Communicate and follow up with vendor inquiries Process 1099s
* Collect invoices for sales tax
* Responsibility for entire accounts payable function for a number of European entities (with multicurrency)
* Ensuring best practice controls are implemented around AP process
* Utilize Dynamics for invoice processing including data entry and check preparation
* Credit card statement processing – system input and documentation review
* Maintain client files/records Responsible for tracking and following up on transactions
* Communicate and follow up with vendor inquiries
* Process 1099s

## Qualifications for accounts specialist

* 3+ years relevant experience in an accounts payable role - preferably within a multinational organisation
* Minimum of 1-2 years invoice processing/accounts payable experience in an automated environment
* Several years working in credit control
* Understanding of the on-line sector
* Good Excel and Word
* Ethics and independence