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# Example of Accounts Specialist Job Description

Our company is hiring for an accounts specialist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for accounts specialist

* Assist with system upgrades and automation of processes
* Assist with ad-hoc reporting requests, annual audits
* Maintain proficiency as needed and approved by attending trainings, reading job-related materials, and meeting with others in area of responsibility
* Process vendor accounts payable for either corporate office or shared accounting properties
* Input high volume (min
* Perform check runs and electronic payments
* Perform statement reconciliations
* Manage vendor inquiries in a courteous and timely manner
* Assist in the annual 1099 processing, fulfill audit requests, and process W-9s from vendors
* Reconcile vendor balances, research and correct discrepancies

## Qualifications for accounts specialist

* 2-3 years of prior high volume accounts payable experience required
* Knowledge of accounts payable principles and practices
* SAP, ImageNow or Imaging type system experience a plus
* Concur experience a plus
* Strong proficiency in computer applications such as MS Excel, Word, Outlook, PowerPoint a plus but not necessary
* Experience with Dynamics GP is preferred