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# Example of Accounts Specialist Job Description

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

* Ability to meet deadlines with various projects, reports, and any other tasks given by Management
* Knowledge of office fiscal procedures, including automated fiscal recordkeeping
* Provide key point of contact for suppliers relative to invoice processing and payment
* Resolve complex payment issues, identifying, planning and executing process improvements as necessary
* Verify supplier statements to internal records to identify issues
* Maintaining awareness of internal controls and ensuring compliance
* Support measuring and reporting of payables KPI’s on a regular basis
* Assist in the reconciliation of payable and payment activities at month end
* Support Accounting Manager and VP, Finance in all strategic initiatives
* Process approximately 450 invoices and all invoices for the US and Chile in Oracle

## Qualifications for accounts specialist

* Proficiency in Microsoft Excel and Word is imperative
* Intermediate to Advanced skills in Microsoft Word, Outlook, Excel and Internet Explorer
* Advanced skills in MS Office ¿ Excel (including Pivot Tables and Data Mining), Word, and Outlook
* Two+ years of accounts payable and accounts receivable experience
* Larger ERP system such as SAP or Oracle preferred
* Associate degree in Accounting or similar disciplines