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# Example of Analyst, Accounts Payable Job Description

Our innovative and growing company is looking to fill the role of analyst, 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 analyst, accounts payable

* Corporate reporting, journal entries internal and external audits
* Identifying solutions to make the Accounts Payable process run smoother
* Mailing checks
* Reconciling checks off system
* Maintaining Accounts Payable filing system
* Managing vendor database
* Download, reconcile, gather supporting receipts, document, and make general ledger entries
* Maintain electronic vendor database (subscription manager) including interaction with IT on system improvements
* Allocate invoices/charges for general ledger entry
* Create coded vouchers for invoices into general ledger, including accurate account codes, classes, and sales tax

## Qualifications for analyst, accounts payable

* Knowledge of PeopleSoft and
* Create and maintain control sheets to track various invoices and payments
* Support the Corporate Accounts Manager with tax/extension filings, audit preparation, and other timely projects
* Sort and file cancelled checks and track bank statements received
* 1+ year of Accounts Payable experience (processing POs, invoices)
* Very good verbal and written communication skills in English, ability to gain clarity around process and documents and clearly explaining even complicated issues