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# Example of Analyst, Accounts Payable Job Description

Our company is searching for experienced candidates for the position of analyst, 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 analyst, accounts payable

* Partner with suppliers of the Company’s U.S. Tower division, the internal Supply Chain and Tower Finance teams, and purchase order (“PO”) requestors to facilitate and monitor the timely resolution of outstanding transactions, invoice holds and payment issues
* Research and resolve discrepancies related to quantity and quality of products ordered versus quantity and quality received and/or invoiced
* Work with PO requestors to promote timely PO receiving in Oracle and to identify suppliers who may be invoicing the Company prematurely
* Prepare and distribute reports on invoices on hold and work with relevant internal stakeholders for timely resolution of issues
* Produce and provide monthly reports and data to AP management in compliance with the monthly invoice on hold escalation schedule
* Schedule and lead educational calls with suppliers to ensure compliance with internal invoicing guidelines
* Resolve complex invoice discrepancies by researching POs and invoice holds
* Respond, within timeframes set forth in service level agreements, to incoming calls and correspondence, while at all times providing an exceptional level of customer service
* Protect the Company’s value by keeping sensitive information confidential
* Provide support to AP Coordinators for invoice hold resolution

## Qualifications for analyst, accounts payable

* Associates degree in business or equivalent 4+ years of relevant experience
* Ability to handle high volume transactions in a timely manner
* Ability to multi-task, set priorities and organize own work load
* Reviews and verifies invoices and their accompanying payment requests to ensure compliance to Organization policies and procedures
* Seeks clarifications or explanations from submitters when warranted
* Knowledge of PeopleSoft is desirable but not mandatory