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# Example of Analyst, Accounts Payable Job Description

Our growing company is looking to fill the role 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

* Perform 1099 invoice and vendor classification year-end 1099 reporting
* Generate payment parameters and proposals
* Block and unblock payments
* Approve payments and create manual payments
* Verify payment parameters for vendor and inter-company payment
* Interact with bank and inter-company
* Invoice processing/vendor payments
* Address level 2 support related supplier/internal customer inquiries
* Maintains & monitors the GRIR report
* Analysis and clearing of GR/IR Accounts

## Qualifications for analyst, accounts payable

* Expert user of Microsoft Excel and Access
* Should be a German Language Specialist with Level 5/6 certification Processing the T&E Invoices in Financials
* AP Experience with all payment types preferred
* Previous Scanning experience preferred
* Imaging software experience preferred
* Must be able to have strong analytical skills and make appropriate decisions on handling of all types of payment requests