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# Example of Analyst, Accounts Payable Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of analyst, accounts payable. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for analyst, accounts payable

* Maintaining accounting ledgers by verifying and posting account transactions
* Addressing all vendor inquiries with regard to payment
* Completing Accounts Payable reconciliation at month-end
* Assisting Controller with month-end, quarter-end, and year-end closing
* 1099 Processing and Proficiency in Reporting
* Vendor Maintenance / Reporting / Processes and Procedures for standardization and control
* Handle returned checks and correct address files of vendors as required
* Perform Quality Control on Invoices processed by FSC on a weekly basis
* Review Draft Invoice Reports on a weekly basis and target stale dated items
* Review 1099 records on a quarterly basis, in preparation for calendar year end

## Qualifications for analyst, accounts payable

* Yardi/Payscan experience strongly preferred
* Good judgement, detail-oriented, accuracy, analytical skills, initiative, ability to take direction well, work effectively in a team environment, interface with all levels of personnel, adapt to changing priorities, good communication skills and able to work at a fast pace environment
* Multi-tasker and works well under pressure
* Able to handle multiple workflows
* Able to handle 200 invoices per month, meet 48 hour deadline to enter invoices into Payscan from JIRA and update invoice status in Payscan weekly
* Knowledge of lien waivers preferred