Downloaded from <https://www.velvetjobs.com/job-descriptions/ap-accountant>

# Example of AP Accountant Job Description

Our growing company is looking to fill the role of AP accountant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for AP accountant

* Support during tax inspections and other local authorities’ audits
* Participate in month and year closing activities
* Supports the Site Finance Manager in providing the best finance and accounting services based on the requirement of local management, government, and other stakeholders
* Ensures timely payment to vendors
* Ensures accurate and timely tax filing and payment
* Ensures clean bill of health from all internal and external audits
* Ensures receivables are collected immediately
* Creates a motivating work environment
* Provide excellent customer service to internal and external business partners
* Complete detailed reviews and approvals of invoices entered in PeopleSoft, and ability to effectively manage high-volume processing periods

## Qualifications for AP accountant

* Work experience in a start up environment is an advantage
* Desire to take on ad hoc projects
* Good grasp of US GAAP accounting principles
* Typically requires a bachelor's or master's degree in accounting or a related discipline and three or more years of progressive experience in accounting with a bachelor's degree, or at least one year of experience with a master's degree
* Must have good interpersonal skills and communication abilities that enable effective interface with staff members in developing accounting documentation and in making presentations
* 3-4 years’ experience in SSC structures (AR, billing or other finance environment)