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# Example of AP Clerk Job Description

Our innovative and growing company is looking to fill the role of AP clerk. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for AP clerk

* Resolving AP processing related issues
* Responding to customers inquiries in a timely manner
* Assisting with monthly closing activities
* Actively supporting other AP processes when required
* Create/update master data account records in the system
* Email/Telephone contact with requestors and cooperating with AP department
* Ensuring that high data quality processes and services are delivered on time and with compliance with ECS internal control requirements
* Receiving travel and expense report for particular country/countries
* Checking correctness of T&E reports (JCI Global policy, BU policies, local law)
* Checking of enclosed receipts and invoices (VAT if applicable)

## Qualifications for AP clerk

* Knowledge of Lawson preferred
* Self-motivated individual who possesses a “roll up the sleeves attitude” and a “hands-on” style, the aptitude to thrive in a fast-paced, results- oriented environment
* Minimum of 4 years experience in bookkeeping, banking, accounting or finance
* 2 years processing AP
* University degree in Finance/Accounting or any related
* Experience in accounting would be an asset