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

# Example of AP Clerk Job Description

Our company is hiring for an AP clerk. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for AP clerk

* Accounts Payable and Accounts Receivable in QuickBooks
* Verify accuracy of documents and match the goods and services to avoid paying inaccurate or fraudulent bills onto various accounts payable systems
* Processing AP documents for Romanian and international Customers
* Identify and interpret data to be entered into computer from source documents
* Enter alphabetic, numeric, or symbolic data following format displayed on screen
* Review daily report for keying anomalies and make corrections as needed
* Protecting privacy of teammate, customer, and vendor information by displaying a high level of confidentiality
* Assisting in the coding, entry and scanning of invoices from vendors and customers
* Filing, storing, and retrieving documents
* Validating information that was entered into ORACLE by matching invoices and supporting documentation with information scanned into the ECM system checks

## Qualifications for AP clerk

* Detail oriented, self-reliant, communicative & helpful team player
* Providing standard reports on weekly basis
* Participating in knowledge transfer to new employees
* Participation in GSSC (Global Shared Service Centre) continuous improvement initiatives
* At least 6 months of working experience in accounting and finance or IT related
* Working knowledge of Master Data functions, procedures and policies would be an asset