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# Example of AP Clerk Job Description

Our company is growing rapidly and 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

* Posts and runs the accounts payable checks
* Update and maintain payroll records
* Processing a high volume of invoices (approx
* Processing AP documents for Nordic Customers
* Other AP activities
* Validating scanned images for accuracy and/or missing information
* Reviewing invoices for completeness (verifying vendor name, address, and vendor status to determine accuracy of currency/taxes)
* Matching invoices to appropriate purchase order and line item detail
* Routing of invoices to the business units for coding and approval
* Routing of invoices with discrepancies to AP analysts for problem resolution

## Qualifications for AP clerk

* SAP and JDE working knowledge would be an asset
* Drive for results, communicative, team orientated, with analytical thinking, patient, paying attention to the details, self-organised
* Experience of working in a / within a multicultural, international environment would be an asset
* Availability to work both morning and evening shifts
* Associates Degree or Bachelor’s degree in Accounting
* Update and maintain vendor database in multiple systems (ERA, APEX and CargoWise)