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# Example of AP Clerk Job Description

Our company is searching for experienced candidates for the position of AP clerk. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for AP clerk

* This position will be responsible for entering invoices for payment and some administrative tasks
* Maintain accounting ledgers by verifying and posting accounting transactions
* Research and resolve purchase order and invoice discrepancies
* Assist with special projects around the office
* Assist with month end closing as needed
* Perform all Front Desk duties
* Ability to process weekly check runs
* Convert item receipts into bills in QuickBooks, applying freight and tax as necessary
* Performing activities related to reconciliation of intercompany COGS cost for given entities and countries
* Timely and accurate processing of journal vouchers, price differences clearing

## Qualifications for AP clerk

* Very precise
* Create and update master data account records in the system
* Email and telephone contact with requestors and cooperating with AP department
* Communication skills, analytical thinking, attention to details
* Knowledge of accounting principles and AP/AR processes a plus
* Must have an excellent eye for detail