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# Example of AP Clerk Job Description

Our growing 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

* Preparation of COGS analysis
* Assisting colleagues with all problems/queries related to COGS issues and bookings
* Preparing a reconciliation of monthly account balance other monthly reports
* Monitoring account to ensure timely clearing and issue solving
* Resolving, reporting, and escalating misalignments in procedure and the SAP workflow
* Exercising friendly customer service skills with internal employees from other departments external customers and vendors
* Enters information into the computer to complete the permanent index for filing
* Spend time reviewing, compiling, and determining an effective index for new and valuable information
* Maintain established production quotas
* Serves as the resource person regarding index entry

## Qualifications for AP clerk

* Able to problem solve and handle a variety of issues
* Must be able to communicate effectively with general public
* Must be able to communicate information
* Must be able to interact with coworkers
* Must be able to access, input and retrieve information from the computer
* Must be able to communicate by telephone