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# Example of AP Representative Job Description

Our growing company is searching for experienced candidates for the position of AP representative. 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 representative

* Responsible for compiling amounts owed, verifying invoices, preparing vouchers, issuing checks for payment and recording transactions
* Manage the audit of expense reports using Extensity and other Accounts Payable systems to reconcile accounts
* May process purchase order related invoices
* May be responsible for updating and / or keeping records
* May send follow up inquiries on delinquent accounts
* Complies with appropriate regulations and / or company policies / guidelines
* Processes and verifies cash receipts, cash application, claims and / or overdue invoices
* May be responsible for updating and / or keeping records (i.e., customer account information (balances, delinquencies, ) incomplete files, ACH information)
* Coding and posting of purchase-, costs invoices and expense notes into the ERP system
* Prepare payment batches for both internal and external vendors via the netting and the internal banking system

## Qualifications for AP representative

* Some accounting experience & excellent 10-key desired
* Primary back up to payroll function maintain filing system
* 0 to 2 years of related experience in accounting
* Must be adaptable in using organizational skills to prioritize tasks and take ownership of work
* Deal with suppliers’ (both IC as external) questions/complaints and in cases where invoices are under dispute
* Ensure the month end Intercompany balances ( AP/AR ) are agreed and reconciled