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# Example of AP Representative Job Description

Our company is looking to fill the role of AP representative. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for AP representative

* Apply cash receipts to customer invoices and proactively work with customers and bank to resolve discrepancies
* Balance, reconcile and record cash entries to the general ledger
* Preparation of the month end balance sheet file for review by the Finance team, ensuring all transactions are documented
* Carry out the monthly netting cycle and cash flow requirements
* Draw up various specs that are linked to vendor transactions (i.e GR/IR balance)
* Management of the fixed asset register
* Audits and ensures high execution of company security measures designed to control store and shrink
* Research and resolve supplier disputes and issues
* Must verify all invoices for proper approval and valid purchase order or GL numbers
* Responsible for processing and verifying cash receipts, cash application and / or overdue invoices

## Qualifications for AP representative

* Experienced with Oracle, JD Edwards Financial Software a plus
* Responsible for updating and / or keeping records (i.e., customer records (balances, delinquencies, ), incomplete files, credit risks, ACH information)
* Fosters / builds relationship with other departments and / or outside agencies to resolve problems
* May gather data to compile reports and / or create ad hoc reports
* May lead the work of others (mentor, prioritize, delegate and review assignments)
* Italian (Writing/Reading) Fluent speaker essential