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# Example of AP Representative Job Description

Our growing company is looking to fill the role of AP representative. 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 representative

* Work overtime as may be required
* Process AP invoices including manual sorting of mail and Invoice scanning during the transition period
* Provide support of new customer account set up process
* Credit Card transactions, consisting primarily of refunds to customers credit cards
* Processing and packaging for delivery, the daily invoices and billing reports that have special location instructions or requirements Vouchers, unique address, Puerto Rico stamp
* Other ad hoc projects and requests from management as needed for invoice processing and payment activities
* Must verify all invoices for proper valid purchase order or GL numbers in case of miscellaneous expenses
* Full-cycle weekly/bi-weekly/monthly billings process, from setup, reconciliation, to sending invoices to internal/external clients
* Ensure setup of business processes are in order to meet contractual obligations
* Research source documents and prepare simple accounting reports

## Qualifications for AP representative

* Experienced with AS400, Oracle, JD Edwards Financial Software a plus
* Must communicate professionally and effectively to clients through verbal and written means
* Understanding of ERP system to process payments a plus
* Associate degree or business school training preferred
* Experienced with Oracle Financial Software and Mainframe a plus
* Must be detail oriented exhibit strong analytical skills