Downloaded from <https://www.velvetjobs.com/job-descriptions/ap-representative>

# Example of AP Representative Job Description

Our innovative and growing company is looking for an AP representative. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for AP representative

* Oracle AP Systems balancing (To Oracle AP, Automatch and Source Systems) for special vendor invoices
* Assist with processing invoices related to expense and trade
* Receive drop ship purchase orders to facilitate billing and payment
* Perform vendor reconciliations and settlements
* Support Supply Chain Finance process by handling onboarding, setup and payment processing
* Handle internal check processing reconciliations (Foreign, Supply chain, Liquidation, P999)
* Research open purchase orders with special vendors to ensure payment processing
* Invoice archiving support and maintenance
* Research and correct all aged invoices, aged creation, vendor credit memo to ensure each is processed
* Root cause identification of vendor issues with education on how to minimize future disputes

## Qualifications for AP representative

* Must be able to handle confidential information in a mature manner
* Comfortable in a fast-paced environment with the ability to multitask concurrent priorities in an organized manner as to maintain a high volume of customer requests
* Maintain positive relationships with customers and/or vendors through outstanding customer service
* Three to five (3-5) years' professional experience in the accounting field
* Must be open to short term travel as project accounting support
* Analytical – Synthesis complex or diverse information