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# Example of Payroll / Accounts Payable Job Description

Our innovative and growing company is looking to fill the role of payroll / accounts payable. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for payroll / accounts payable

* Evaluate performance for accounts payable and payroll direct reports, set annual goals, recommend merit raises, promotions and disciplinary actions
* Review, approve and prepare account reconciliations for accounts payable and payroll balance sheet accounts
* Ensure process documentation is maintained for all accounts payable and payroll processes
* Entering documents in the accounts payable system
* Preparing accounts payable check runs for weekly vendor payments
* Assisting with the reviewing and adjusting of Kronos and Lawson payroll systems weekly
* Process and post detailed accounts payable, cash disbursements and monthly accruals on a department and grant fund allocation basis
* Maintaining accounts payable records
* Assist in audits and perform other accounting duties as requested
* At pay period end, run punch detail report

## Qualifications for payroll / accounts payable

* Ensure timely transmission of payroll
* Understand and perform all phases of the payroll process
* Perform audit of payroll registers
* Process off-cycle and manual payroll checks, as needed
* Research exceptions and employee payroll issues
* Ensures that all internal policies and procedures are being adhered to in regards to payroll processes wage increases, commission/bonus calculations and other types of compensation issues