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# Example of Payroll / Accounts Payable Job Description

Our company is growing rapidly and is looking for a payroll / accounts payable. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for payroll / accounts payable

* Ensures that payroll deductions and benefit records are adequately identifiable in the general ledger and that the payments to third parties are timely and accurate
* Confirms that disbursements of company funds are for valid services performed
* Ensures timely payment of vendor invoices
* Monitors vendor statements to ensure payments are up-to-date
* Reconciles open invoice reports to GL balance
* Determines proper encoding of GL accounts
* Monitors checks to be voided or stopped
* Assists in developing accruals for financial statement close
* Prepares weekly, biweekly, monthly, and quarterly reports as requested
* Supports the payroll dept

## Qualifications for payroll / accounts payable

* Experience with ADP software for payroll processing - This is a MUST for this role
* Must have solid work ethic
* Specific Payroll experience within a charter school environment preferred
* Specific experience with Smart &/or Skyward software
* A willingness to perform coding activities
* Support in other payroll related functions such as manage petty cash, reclassify wages, manage employee awards programs, payroll deductions