Downloaded from <https://www.velvetjobs.com/job-descriptions/senior-accounts-payable-specialist>

# Example of Senior Accounts Payable Specialist Job Description

Our innovative and growing company is looking to fill the role of senior accounts payable specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for senior accounts payable specialist

* Audit of expenses completed in payment run process to ensure correct payments are made and all receipts are received for HMRC purposes
* Upload all invoice data from all external sub systems for payments such as the Concur, Serengeti, accordingly
* Upload check run data to bank for account reconciliation/positive pay
* Create ACH direct deposit files to be uploaded to bank
* Enter all wire transfers, ACH, and auto debits into two separate ERP systems
* Prepare wire/ACH request forms
* Investigate and solve vendor inquiries/disputes
* Review Purchase Journal for errors and make necessary corrections
* Prepare and enter re-class/correction entries
* Prepare/issue W-9s, 1099s, and Credit applications

## Qualifications for senior accounts payable specialist

* Proficient in business English and intermediate French skills (advanced a strong plus)
* Proficient in business English, Bulgarian and Romanian
* Proficient in business English, Turkish a strong plus
* Proficient in business English and Polish
* Prepares Disbursement files for payment run execution
* Maintains disbursement files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices