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# Example of Senior Accounts Payable Specialist Job Description

Our innovative and growing company is hiring for a 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

* Timely and accurately processing documents for payment
* Providing answer to customer queries in timely and efficient manner
* Ensuring that documentation received is in accordance with legal requirements
* Supporting knowledge transfer among Team members, delivering trainings
* Ensure proper paperwork is received prior to set up in Oracle
* Update vendor maintenance
* Match invoices to appropriate backup
* Verify customer refunds and payment due date
* Set up customer as new Supplier in system
* Code invoices with G/L account numbers

## Qualifications for senior accounts payable specialist

* Minimum 18 months of xperience in Accounts Payable area
* Fluent English, advanced one of the EU languages
* Research and dispute "past due" amounts
* Pull invoices to match Payment Batch selections
* Run Preliminary Check Register
* Print checks