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# Example of Senior Accounts Payable Job Description

Our innovative and growing company is looking to fill the role of senior accounts payable. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for senior accounts payable

* Process Accounts Payable data entry in NetSuite for vendor bills received from email and postal mail
* BS + Full cycle Accounts Payable experience (or equivalent)
* Process and review day-to-day entries of accounts payable invoices
* Partner with the business to build/improve processes
* Review, analyze, and respond to external/internal supplier inquiries
* Drive change and manage projects
* Processing high volume of AP invoices through OCR workflow tool
* Resolving, researching and escalating invoice to PO variances for price, quantity and receiving
* Monitoring and managing daily AP stats to ensure invoices are processed timely and prompt pay discounts are taken
* Communicating, following up and researching with warehouse regarding shortages or quantity issues

## Qualifications for senior accounts payable

* Bachelor's or Associate's in accounting or related discipline
* Fluent in Dutch, English, French and (preferably also) Spanish
* Exposure to multi currency preferred but not essential
* Fluent in English, proficient with written Japanese, Chinese and Korean
* Reconciling merchandise invoices to receiving reports to ensure accuracy of price and quantity of inventory
* Working closely with category, Supply Chain Managers and vendor contacts to investigate OIA, allowance issues or miscellaneous charges