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# Example of Senior Accounts Payable Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of senior accounts payable. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for senior accounts payable

* Direct Debit invoice entry
* To provide cover for payment runs
* To liaise with the team and Treasury over outstanding items on the bank statements
* Provide Accountants with assistance when required
* To support the AP Manager where needed
* Support the purchasing organization with AP related questions
* Support & guide the transactional AP Shared service team
* Sort and distribute incoming invoices (in paper form)
* From time to time, reconcile vendor statements, research and correct discrepancies
* Cross train with the Accounts Receivable (AR) Department as required

## Qualifications for senior accounts payable

* Homebuilding or construction accounting experience using JD Edwards is a plus
* General ledger and expense report (coding and monitoring) experience is a plus
* Maintain a high degree of ethics and professionalism in regards to the financial responsibilities of the job
* Be results-oriented, customer service driven, and possess great integrity
* Must be strong in invoice processing, Vendor Master Setup, and 1099 reporting
* Must be detail oriented, organized and experienced in preparing desk procedures