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# Example of Specialist, Accounts Payable Job Description

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

## Responsibilities for specialist, accounts payable

* Sort, code and match invoices from all VCI departments, Vendors, and Region’s
* Set invoices up for payment by using 10-15 spreadsheets from various VCI departments including ACH files
* Enter and upload invoices into Oracle Financials and Livelink
* Post transactions to journals, ledgers and other records for compliance and auditing and assist other Accounting departments with research on transactions
* Monitor accounts to ensure payments are up to date and to make sure that duplicate payments aren’t processed
* Maintain vendor files for auditing purposes and also to avoid duplicate vendors
* Correspond with vendors and respond to inquiries for all of VCI, VWGOA
* Produce monthly reports to Financial Services Manager for auditing and compliance
* Assist with month end closing and also assist other Accounting teams with closing
* The Accounts Payable Specialist will assist the AP Supervisor with system updates and testing

## Qualifications for specialist, accounts payable

* Good knowledge of general accounting procedures
* High School Diploma required, AA degree in Accounting/Business is a plus
* AA in Accounting, Bachelors preferred
* Navision experience is REQUIRED
* Excellent knowledge of the Accounts Payable module in Navision
* Customer service orientation when working with outside vendors and internal employees