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# Example of Specialist, Accounts Payable Job Description

Our company is searching for experienced candidates for the position of specialist, accounts payable. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for specialist, accounts payable

* Identifies invoice and credit memo problems and resolves with assistance of product management, sales/branches, receiving and AP management as needed to bring the invoice to payment stage or receive credit from vendor
* Responsible for supplier statement reconciliation and for maintaining supplier accounts in current condition from an aging perspective
* Responsible for entering invoices as required
* Responsible for working with all AP teams to reach target metrics each week and month
* Supports continuous improvement initiatives within the department
* Supports the efforts of other functional groups within the department as required
* Review invoices for appropriate documentation and approval prior to payment
* Post, review, and code invoices, employee reimbursements, and credit card transactions
* Reconcile vendor statements and research and correct discrepancies as needed
* 1099 maintenance and annual 1099 reporting

## Qualifications for specialist, accounts payable

* Ability to handle confidential or sensitive information in a discreet, professional manner
* Have an eye for detail while maintaining accuracy
* Experience in Oracle Purchasing and Payables desired
* Minimum of 2 years experience in Accounts Payable
* 3+ years of accounts payable experience in a "high volume" Accounts Payable department
* 3+ years of Construction industry experience, strongly preferred