



Example of Accounts Payable Clerk Job Description

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Our company is hiring for an accounts payable clerk. 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 accounts payable clerk

- Open and date stamp incoming mail
- Audit and review employee expense reimbursements in accordance with the company Expense Policy and Accounting & Regulatory Requirements
- Review incoming invoices for processing
- Data entry of vendor invoices for payment
- Matching up payments and distributing
- Providing basic analysis, research and assist with internal and external vendor inquiries, and
- Process payments to third-party vendors, including processing invoices and transferring wire payments
- Research aged invoices and determine proper resolution
- Assist in the preparation and distribution of weekly AP reporting
- Liaise with vendors to ensure invoices are submitted with the correct information

Qualifications for accounts payable clerk

- Bachelors' Degree in related fields (e.g., Business, Finance)
- Assist in the quarter end close and accrual processes
- Post journal entries as needed
- Contribute to ad hoc projects based on team needs
- Preparing and managing the Daily Cash log

