Example of Accounts Payable Clerk Job Description

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Our company is growing rapidly and is looking to fill the role of accounts payable clerk. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for accounts payable clerk

- Perform the day to day processing of accounts payable transactions to ensure that departmental finances are maintained in an effective, expedient up to date and accurate manner
- Apply mathematical principles to calculate appropriate taxes, prepare monthly reports, and reconcile monthly account statements with invoices received
- Review invoices for validity and accuracy
- Answering a heavy volume of telephone calls from vendors
- Communicate status of invoices to vendors and client groups in a timely manner
- Data entry of invoices into database
- Respond to vendor inquiries to resolve discrepancies in an efficient and accurate manner, while maintaining a good relationship with vendors at all times
- Ensure files are kept up to date and accurate
- Route invoices and check requests for approval
- Performs data

Qualifications for accounts payable clerk

- Experience with Oracle is also a plus
- BS degree in Accounting, Business or similar
- Review and process voids and adjustments

- No Degree required but would prefer someone newer in their career with experience in construction or something similar (HVAC, Landscaping, .)