



Example of Accounts Payable Lead Job Description

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Our growing company is looking for an accounts payable lead. 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 lead

- Accounting concept understanding & experience required
- Provide leadership to accounts payable team
- Support Accounts Payable Manager
- Process accounts payable invoices and related vendor payments
- Review processes to insure proper general ledger account coding
- Assist on monthly reconciliation and closing of accounts payable sub-ledger
- Maintain vendor master files
- Respond to internal and vendor inquiries
- Review and reconcile various general ledger account balances related to accounts payable
- Prepare and process journal entries if needed

Qualifications for accounts payable lead

- At least 3 years in a role relevant to Accounts Payable
- Ability to create and leverage networks within the organisation
- 4+ years' experience in AP function preferably in a multinational environment
- Exposure to Payroll would be an advantage
- You are proficient with MS Office, especially Excel
- Proficient in business English and Czech