



Example of Accounts Payable Senior Job Description

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Our growing company is looking for an accounts payable senior. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for accounts payable senior

- Customer service attitude and good oral/written communication skills
- Audit expense reports for company compliance
- Responsible for new supplier set up and supplier maintenance
- Investigate and resolve any supplier invoice discrepancies
- Review of proper GL coding of invoices and expenses, documentation, and approvals
- Support with ACH, check, and manual payment runs
- 3-way matching and non-PO reconciliations
- GL Coding
- Prepare and issue 1099 vendor forms
- Work with business units and vendors to transition to electronic payment methods

Qualifications for accounts payable senior

- College degree with a focus in accounting is preferred
- Must have computer skills and dexterity required for data entry and retrieval of required job
- Ability to travel throughout and between facility locations
- Ability to work various hours, such as nights, weekends
- 1099 processing experience and knowledge of IRS regulations is a plus
- Experience in an AS/400 environment is preferred but not required