



# Example of Accounts Representative Job Description

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Our company is hiring for an accounts representative. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for accounts representative

- Help drive 1099 process by producing 1099's for all vendors/payees, ensuring that each vendor receives a year-end 1099 form and by providing follow up support to vendors regarding any issues
- Support special requests by handling manual and voided checks utilizing the A/P system
- Requires basic computer knowledge Needs to type 30 words per minute
- Participate in match exception research and clearance between merchandisers and bookstore management
- Follow-up consistently and thoroughly with vendors, store personnel and merchandisers
- Perform other responsibilities as directed by the Merchandise Payables Manager
- Provide responses to students, parents, and other University offices regarding inquiries about billing statements, financial aid, student loans, and/or other information requested that is related to UAConnect
- Process university invoices daily and provide data entry, filing, and mailing support
- Review invoices rejected for various reasons (invalid POs, insufficient funds, line problems, vendor address, wrong vendor, account number problems, needs departments' approvals, credits, other problem issues) and work continuously with departments and vendors as necessary to get problems fixed in order to get vendors paid timely
- Negotiate payment schedules with vendors and release of any shipment being held

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- Experience in high profile account management and C Level engagement is preferred
  - Performs a variety of routine and non-routine accounting activities in billing, accounts receivable, collections or a related financial area
  - Processes and posts information
  - Generally reports to Supervisor or Manager
  - Proficiency with personal computers and associated word processing, spreadsheet, presentation and database software
  - Experience in a role that required strong organization and management of multiple competing priorities under tight time constraints, strong problem solving skills