Example of AP Accountant Job Description

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Our growing company is looking for an AP accountant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for AP accountant

- Maintain accounting records, including accounts payable, travel expenses and banking processes
- Communicate in foreign languages (English)
- Act as the liaison with Amex for the Corporate Card & Travel Program
- Work in concert with U.S. and Global Head of Travel in on-going implementations and enhancements to the travel policy, supplying communication bank wide through the AmNet Travel Page
- Be accountable for monthly American Express Travel Fees, and Car Rental Insurance Premium Fees
- Collaborate with regional function team with any invoice payment follow-up
- Process vast amount of transactions completely and accurately including expense reports, invoice entry, disbursements
- Prepare monthly AP aging report and analysis
- Follow monthly GL closing process
- Review COA with the expenses report by weekly basis and ensure the accuracy on COA strings prior to the close week

Qualifications for AP accountant

- Accounting shared service center experience would definitely be a plus
- A minimum of 3 years of relevant experience, preferable from MNC or sizable company
- Immediately available is a must

- Accounting major and CPA is preferred
- Self driven and self starter