

Example of AP Associate Job Description

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Our growing company is searching for experienced candidates for the position of AP associate. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for AP associate

- Provide recommendations to improve existing processes
- Track and resolve issues arising in the normal course of business
- Ensures all AP / AR transactions are processed accurately and on a timely basis
- Accountable for all aspects of AP/AR from matching, batching, coding and processing invoices, administering a weekly cheque run, reconciling vendor statements, answering vendor queries, and preparing period end accruals
- Provides frontline customer service by answering inquiries, making payment arrangements
- Develops knowledge, skills and abilities in both AP / AR functions
- Maintains vendor payment terms and reimbursement of travel and entertainment expenditures in accordance with company policy
- Ensures timely cash collections from, and invoices to, customers
- Performs proactive and reactive collections of delinquent accounts
- Ensures timely and accurate processing of corporate credit card transactions

Qualifications for AP associate

- Fluent French/German
- Attention to detail with high degree of intellectual curiosity
- Ability to establish and maintain effective working relationships with co-workers and managers across the global Shared Service Organization
- Good customer service focus, with a drive to ensure that we exceed the

- Willingness to learn the end-to-end process (from procurement to vendor set-up to vendor payment) and services delivery model