



Example of AP Associate Job Description

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Our innovative and growing company is looking for an AP associate. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for AP associate

- Assists others in Finance as required
- Vendor payments & allocation to appropriate invoices
- Vendor master data creation
- Communicating with stakeholders via email, telephone, VC
- Functions with high degree of independence, making decisions on issues, solutions and risk relative to transactions within their assigned area
- Subject Matter Expert (SME) of applications and systems feeding into and being used by AR/AP/Pricing
- SME of business processes and policies of Dana shared services
- SME of key business process dependencies of upstream and downstream stake holders
- SME on customer service relative to accounts receivable accounts payable or pricing processes, policies and systems
- Customer/Supplier/Operations escalation management

Qualifications for AP associate

- At least an Associate's Degree in Accounting
- Two to five years experience in accounts payable and / or accounts receivable is an asset
- B.Com/M.com with 2-3 years of experience in 'Accounts Payable' function
- Heavy interaction, verbal and written, with suppliers, customers, and the

- Able to move within accounts receivable, accounts payable and pricing for personnel and professional development
- Audit and monitoring of process quality